



Hamilton County Coroner

Position Description

Position Title: **Coroner Investigator**

Code # **22121**

Employee:
Pay Grade: **Pathology/Death Investigation**
Supervisor: **Chief Investigator**

Latest Revision: **January 2023**
Class Title: **Coroner Investigator**
Civil Service/FLSA Status: **Class/Nonexempt**

Job Function Statement

Under direction, receives and investigates death reports; requests copies and ensures receipt of official reports from medical and law enforcement agencies; responds to scenes of death to investigate and collect specimens; performs peripheral duties associated with death investigation.

Minimum Qualifications

- High School Diploma or GED and coursework in medicolegal death investigation or equivalent
 - Ability to obtain American Board of Medicolegal Death Investigators (ABMDI) certification with 18 months from date of hire
 - Ability to move whole body quickly and easily; ability to move a minimum of 200 pounds
 - Must be able to pass a criminal background check and pre-employment drug screen
 - Valid Driver's License issued in the state of residence
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Illustrative Duties

40% 1. Receives and investigates questionable death case reports; composes and types summary of information; obtains medical history, accident reports, police reports and other pertinent information related to the deaths, incorporating this data into the case report; requests copies and ensures receipt of official reports of medical and law enforcement agencies; procures blood, body fluid and other specimens from hospitals and other sources for testing.

35% 2. Responds to death scenes at the direction of the pathologist or Coroner; examines remains of deceased persons (e.g., determines if signs of life are present; obtains information related to time of death; collects appropriate specimens; performs still video photography for scene documentation; prepares detailed report of the scene; take possession of and inventory prescription medication; receives and transmits items of evidence to the Crime Laboratory.).

15% 3. Performs peripheral duties associated with death investigations (e.g. releases personal property to appropriate persons in accordance with established procedures; assures timely completion of case reports for finalization; facilitates disposition of ligatures and homicide clothing; handles routine telephone inquiries from the public, police agencies, insurance companies or other person).

10% 4. Facilitates location of next of kin and disposition of unclaimed remains; examines residences of deceased persons for purpose of removing from and delivering to the Coroner any valuables for proper release to the next of kin and as a means to ascertain if next of kin exists; supervises location of next of kin and disposition of unclaimed remains in accordance with office policy; determines release of personal property to appropriate next of kin.

Knowledge, Skills and Abilities

*The following are necessary to perform the duties of this classification. Items with an * may be developed after employment.*

Knowledge of: Office practices and procedures; agency policies and procedures*; crime investigation methods and procedures; law enforcement procedures and practices; federal, state and local laws and ordinances; safety practices and procedures on handling chemical and biohazardous materials; technical writing.

Skill in: Typing; data entry; use of office equipment (e.g. computer, copier, calculator); collection of chemical and biohazardous materials; use of investigative equipment.

Ability to: Define problems, collect data; establish facts and draw valid conclusions; communicate effectively; establish and maintain effective working relationships with supervisors, associates, physicians, law enforcement officials and the general public including grieving family members; prepare and maintain accurate documentation and reports; calculate fractions, decimals and percentages, interpret a variety of instructions in written, oral, picture or schedule form.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority or designee.

Appointing Authority

Date

Immediate Supervisor

Date

My signature below signifies that I have reviewed and understand the contents of my position description. I am aware of the requirements of my position, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Employee Signature

Date