

## **Champaign County Job Description**

**Job Title:** Deputy Coroner

**Department:** Coroner

**Reports To:** Coroner

**FLSA Status:** Non-exempt

**Employment Status:** Bargaining Unit - AFSCME General Unit

**Prepared Date:** April, 2004

**SUMMARY** Determines the manner and cause of Champaign County deaths per Illinois State Statue definitions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Visits death scenes and takes charge.

Makes preliminary investigation into death circumstances.

Commits witnesses and makes media releases.

Orders autopsy.

Identifies human remains.

Operates crime scene equipment.

Operates photographic equipment at death scene.

Makes follow-up investigations of deaths through interviews.

Makes final determination of death causes.

Prepares and completes a variety of investigative forms, death certificate, summary reports and state and federal forms.

Makes contact with a variety of governmental agencies and hospital personnel.

Notifies next of kin of dead persons.

Conducts inquests.

Takes custody and makes disposal of human remains.

Files records.

May have same powers as the Sheriff's Department in accordance with Illinois Compiled Statutes.

**SUPERVISORY RESPONSIBILITIES** This job has no supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE** High school diploma or general education degree (GED); with at least two years of law enforcement experience including one year of police investigative work desirable. Nursing or embalming/funeral director experience extremely beneficial. Should have some forensic death seminar courses and knowledge of mortuary science. Must have the ability to perform investigative work in the determination of death and in making death notifications. Need skill in the application of coronary techniques.

**LANGUAGE SKILLS** Ability to read and interpret documents such as medical reports, accident reports and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before media members, police authorities and the general public.

**MATHEMATICAL SKILLS** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in widely different circumstances.

**CERTIFICATES, LICENSES, REGISTRATIONS** as required.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; and talk; or hear. The employee is occasionally required to reach with hands and arms; and stoop; kneel; crouch; or crawl. The employee must occasionally lift and/or move up to 300 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. While performing the duties of this job, the employee is frequently exposed to outside weather conditions while on-site at accident scenes. The employee is also exposed to toxic or caustic substances, bio-hazardous materials, moving mechanical equipment and high, precarious places. Noise levels from quiet to loud may vary as well.

**Note: This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of**

**duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within the department.**