

Champaign County Job Description

Job Title: Coroner

Department: Coroner

Reports to: ELECTED POSITION

FLSA Status: Exempt

Prepared Date: April, 2004

SUMMARY Directs investigation of deaths occurring within jurisdiction as required by law. On call 24 hours per day, 365 days per year.

PRIMARY DUTIES AND RESPONSIBILITIES include the following.

Directs activities of staff physicians, technicians, and investigators conducting inquests, performing autopsies, conducting pathological and toxicological analyses, and investigating circumstances of deaths to determine cause and fix responsibility for accidental, violent, or unexplained deaths.

Conducts inquests, hearings, and inquiries.

Confers with officials of public health and law enforcement agencies to co-ordinate inter-departmental activities.

Co-ordinates activities for disposition of unclaimed corpse and personal effects of deceased.

Directs activities of workers involved in preparing documents for permanent records.

Assists relatives of deceased by providing information concerning circumstances of death.

SUPERVISORY RESPONSIBILITIES Directly supervises Deputy Coroners and two to four full time employees in the Coroner's Office. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS to perform this job successfully, an individual either performs or directs others to perform the responsibilities assigned to the Coroner's Office by law. The requirements listed above are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE College degree with emphasis on medicine or other scientific curriculum desirable, but not required.

LANGUAGE SKILLS Ability to read and interpret documents such as medical reports and accident and investigative reports. Ability to write routine reports and correspondence. Ability to speak effectively before public groups and employees of the organization.

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 solve practical problems and deal with a variety of variables in situations where limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 reach with hands and arms; climb or balance; stoop; kneel; crouch or crawl; and talk; or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Must regularly lift and/or move 300 or more pounds.

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 fumes or airborne particles and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; toxic or caustic chemicals; extreme cold; and extreme heat. The noise level in the work environment is usually moderate.