

Champaign County Job Description

Job Title: Chief Deputy Coroner

Department: Coroner

Reports to: Coroner

FLSA Status: Exempt

Grade Range: I

Prepared Date: August, 2009

SUMMARY Assists the Coroner in planning and directing the department's operations which include the investigation of deaths occurring within the jurisdiction as required by law. On call 24-hours per day, seven days per week. Takes rotating call shifts in addition to scheduled office hours.

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

Ability to maintain confidentiality.

Provides administrative assistance to the Coroner in management, such as budget planning, disaster planning, administration of personnel, media communications and records management. Assists with daily office activities. Assists the Coroner in developing and implementing standards, policies and procedures.

Manages investigations to determine cause of death and determine manner of death such as homicide, accidental, suicide or natural. Consults with Coroner on deaths involving investigations by law enforcement agencies. May testify at inquests, grand jury hearings, depositions and court trials.

Reviews and approves all investigative forms, death certificates, state and federal forms and reports.

Conducts death investigations falling under the jurisdiction of the Coroner's Office in accordance with State of Illinois Statutes.

Secures complete medical and legal information necessary for conducting investigations. Assists relatives of the deceased by providing information concerning circumstances of death.

Transports bodies to morgue, autopsy facilities or funeral homes. Assists with autopsies as needed.

SUPERVISORY RESPONSIBILITIES Directs one to three employees in the Coroner's Office. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws and union contracts. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each primary 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). Two years of college with a degree in Criminal Justice, Nursing, Paramedic, Fire Service or equivalent experience in a law enforcement, medical field or fire service. Four-year degree or equivalent experience in a related field is preferred. Experience as a Deputy Coroner preferred. Ability to implement supervisory skills.

LANGUAGE SKILLS Ability to read and interpret documents such as medical reports, accident reports and other professional documents. Ability to write routine reports and correspondence. Ability to speak effectively before family members, media, law enforcement 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. Familiarity with metric measurements.

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 250 pounds without assistance or up to 400 pounds with assistance on level surface, up or down stairs, or over rough ground. Specific vision abilities required by this job include close vision, distance vision, correct color perception, and adequate 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 the job, the employee is frequently exposed to varying indoor ambient conditions and weather extremes while on the scene of a death. The employee is also exposed to toxic or caustic substances, bio-hazards, moving mechanical equipment, road traffic, x-rays and high, precarious places. Noise levels from quiet to loud may occur as well. The employee may be subject to extended periods without sleep while on rotational call. The employee will be exposed to violent and dysfunctional environments. The employee may work around people under duress and may be subject to verbal and physical confrontations.