

Champaign County Job Description

Job Title: Deputy Coroner

Department: Coroner

Reports To: Coroner

FLSA Status: Non-Exempt

Employment Status: Bargaining Unit – AFSCME General Unit

Pay Grade: G

Prepared Date: April 2004

Summary

Determines the manner and cause of Champaign County deaths per Illinois Statute definitions.

Essential Duties and Responsibilities

Includes 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 certificates, summary reports, as well as 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 does not exercise any 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 Experience

- High school diploma or general education degree (GED).
- Two or more years of law enforcement experience including one year of police investigative work.
- Nursing or embalming/funeral director experience is extremely beneficial.
- Some forensic death seminar courses and knowledge of mortuary science.
- Skilled 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 essential functions of this job.

While performing the duties of this job, the employee is frequently required to:

- Stand.
- Walk.
- Sit.
- Talk.
- Hear.

While performing the duties of this job, the employee is occasionally required to:

- Reach with hands and arms.
- Stoop.
- Kneel.
- Crouch.
- Crawl
- Lift and/or move up to three hundred (300) pounds.

Specific vision abilities required by this job include:

- Close vision.
- Distance vision.
- Color vision.
- Peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

The noise level ranges from quiet to loud.

While performing the duties of this job, the employee is exposed to:

- Outside weather conditions while on-site at accident scenes.
- Toxic or caustic substances.
- Biohazardous materials.
- Moving mechanical equipment.
- High, precarious places.

Notice

This document contains wording of a description 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 essential functions to a particular job or position with this job class. "Essential functions" are to be determined at the position of job level within each department.