

# Champaign County Job Description

**Job Title:** Coroner

**Department:** Coroner

**Reports To:** ELECTED OFFICIAL

**FLSA Status:** Exempt

**Employment Status:** Non-Bargaining

**Prepared Date:** April 2004

## Summary

Directs investigation of deaths occurring within jurisdiction as required by law. On-call twenty-four (24) hours a day, three hundred sixty-five (365) days per year.

## Essential Duties and Responsibilities

Includes the following. Other duties may be assigned.

- 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 coordinate interdepartmental activities.
- Coordinates 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 (2) to four (4) 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, appraising performance, rewarding and disciplining employees.

- Planning, assigning, and directing work.
- 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 below are representative of the knowledge, skill, and/or ability required.

### Education and Experience

- (Preferred) College degree with emphasis on medicine or other scientific curriculum.

### Language Skills

- Ability to read and interpret documents such as medical reports as well as 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 essential 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, or crouch.
- Crawl.
- Talk.
- Hear.
- Lift and/or move up to three hundred (300) pounds or more.

Specific vision abilities required by this job include:

- Close vision.
- Distance vision.
- Peripheral vision.
- Color vision.
- Depth Perception.
- Ability to adjust focus.

## 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 is usually moderate.

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

- Fumes.
- Airborne particles.
- Outside weather conditions.

While performing the duties of this job, 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.

## 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.