

Champaign County Job Description

Job Title: Chief Deputy Coroner

Department: Coroner

Reports To: Coroner

FLSA Status: Exempt

Employment Status: Non-Bargaining

Pay Grade: 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 twenty-four (24) hours per day, seven (7) days per week. Takes rotating call shifts in addition to scheduled office hours.

Essential Duties and Responsibilities

Includes the following. Other duties may be assigned.

- Ability to maintain confidentiality.
- Provides administrative assistance to the Coroner in management of:
 - Budget planning.
 - Disaster planning.
 - Administration of personnel.
 - Media communications.
 - Records management.
- Assists the Coroner in developing and implementing standards, policies, and procedures.
- Manages investigations to determine cause of 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/or 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 (1) to three (3) employees in the Coroner's office and carries out supervisory responsibilities in accordance with the organization's policies, applicable laws, and union contracts. Responsibilities include:

- Interviewing, training, appraising performance, rewarding, and disciplining employees.
- Planning, assigning, and directing work.
- Addressing complaints and resolving problems.

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 years of college with a degree in Criminal Justice, Nursing, Fire Service, or equivalent experience in a law enforcement, medical field, or fire service.
 - (Preferred) Four (4) year degree or equivalent experience in a related field.
- (Preferred) Experience as a Deputy Coroner.
- 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 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, or crouch.
- Crawl.
- Lift and/or move up to two hundred fifty (250) pounds without assistance or up to four hundred (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.
- Peripheral vision.
- Color 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 can range from quiet to loud.
- 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 with people under duress and may be subject to verbal and physical confrontations.

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

- Varying indoor ambient conditions and weather conditions while on the scene of a death.
- Toxic or caustic substances.
- Biohazards.
- Moving mechanical equipment.
- Road traffic.
- X-Rays.
- 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.