



POSITION DESCRIPTION

Title: Chief Deputy Coroner

Department: Coroner's Office

Job Analysis: November 2021, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Coroner

Subordinate Staff: Coroner's Office employees in absence of the Coroner

Internal Contacts: General Public, Public Officers, and Co-workers

Status: Appointed/Exempt (~~S312~~ **S318**)

Job Summary

The Chief Deputy Coroner works at the discretion of the Coroner. The Chief Deputy will assist in overseeing operations of the Coroner's Office and serve as Command Staff in the absence of the Coroner.

Job Domains

1. Direct medical record review, report writing, and training of Deputy Coroners.
2. Sign cremation permits and death certificates in the absence of the Coroner.
3. Addresses community groups, schools, and other audiences about the functions of the office, as directed.
4. Assist in budget preparation and/or management.
5. Implement, oversee, and improve agency platform, software, or case management systems.
6. Competent and well versed in the duties and responsibilities of the Deputy Coroners.
7. Any other duties as assigned by the Coroner.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job)

1. Must have basic computer skills for data entry and using Microsoft Word.
2. Knowledge of death investigation protocol, procedures, and standards and the legal/policy requirements for the processing of evidence.
3. Knowledge of related accreditation and certification requirements.
4. Knowledge of cameras and photographic procedures.

5. Knowledge of the procedures involved in detecting, analyzing, and interpreting signs and symptoms of trauma and other physical conditions.
6. Skills in the planning, carrying out, and documentation of investigations.
7. Skill in identifying traumatic wounds.
8. Interpret and comply with laws and regulations governing investigation.
9. Establish and maintain cooperative work relationships with a variety of individuals and agencies.
10. Ability to be available for irregular shift work and shift rotations necessary to provide service 24 hours a day, 365 days a year, including weekends and holidays.
11. Ability to operate on a scheduled 24 hour, on call basis.
12. Ability to understand medical/forensic information and terminology.
13. Ability to understand and follow complex detailed technical instructions.
14. Ability to write reports containing technical information.
15. Ability to communicate technical information to non-technical personnel.
16. Ability to maintain quality, safety, and infection control standards.
17. Ability to investigate and analyze information and draw conclusions.
18. Ability to search records, interview individuals, develop case histories, interpret findings, and draw persuasive conclusions from that evidence.
19. Ability to maintain emotional stability to cope with human suffering, emergencies, and other stressors.
20. Ability to establish and maintain effective working relationships with family members, medical officials, representatives of law enforcement and court systems.
21. Ability to read, write, speak, understand, and communicate in English to perform the duties of this position.
22. Ability to make oral presentations before various groups, including giving testimony in hearings and court cases.
23. Run analytical reports, interpret reports, and provide valuable feedback for performance improvement.
24. Implement new or existing systems such as software, case management or other procedural processes.
25. Improve systems for efficiency.

Physical Characteristics

1. Must have acceptable eyesight to perform investigator duties.
2. Must have appropriate oral communications skills to effectively use, telephone, radio, and in public contacts.
3. Must be able to sit, stand, or travel for long periods of time.
4. Must be able to negotiate up and down stairs and on rough and/or uneven terrain.
5. Must be able to travel to and from various work sites by car.
6. Must be able to bend, stoop, stretch, twist, reach, kneel, crawl, squat, climb, and balance.
7. Must be able to lift, carry, drag, or push an average body weight of 100 to 200 lbs. or more, both alone and with help.
8. Must be able to climb ladders or stairs or climb up to and down from higher levels using unconventional methods.
9. Must be able to work in hazardous or dangerous work area situations.
10. Must have fine and gross motor skills; hand dexterity; full use of fingers, hands, and arms; and good grip strength to perform investigative duties.

11. Must be capable of working under stressful conditions.
12. Must have good cognitive skills and awareness of work accuracy.
13. Must have the ability to concentrate on more than one task at a time, and to make independent decisions.

Other Characteristics

1. Must dress appropriately and professionally and be prepared for all types of weather.
2. Must participate in written knowledge evaluation.
3. Must sign confidentiality waiver.
4. Must pass criminal/driving background check.
5. Must commit to the call schedule on a monthly basis.
6. Per Alabama statutes- Must be at least 25 years old and a resident of Baldwin County for at least one year prior to appointment.

Minimum Qualifications

1. Possession of valid driver's license and be insurable by the County's insurance standards.
2. Possession of or ability to obtain within two (2) years from date of appointment, a Medicolegal Death Investigator Certification from ABMDI.
3. Any combination of forensic experience and training that would likely provide the required knowledge and ability is qualifying.
4. Professional certification or licensure in one of the following fields is preferred: ABMDI (American Board of Medicolegal Death Investigators), law enforcement, nursing, radiology, EMT/Paramedic, or any forensic concentration OR Bachelor's Degree in Medical Science, Criminal Justice, or Forensic Science

POSITION DESCRIPTION

Title: Death Investigator I

Department: Coroner's Office

Job Analysis: September 2022

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Coroner, Chief Deputy Coroner

Subordinate Staff: None

Internal Contacts: Commission Staff

External Contacts: General Public, Public Officers

Status: Classified/Non-Exempt (310)

Job Domains

1. Travels to the scene of homicides, suicides, accidental, questionable, and or unattended deaths as required, on behalf of the office of the Coroner, in accordance with established call schedule.
2. Conducts a systematic scene investigation, to assist with determining the cause and manner of death. Understands the difference between jurisdictional and referral referred death investigations and the responsibilities that each requires.
3. Takes custody of the remains in accordance with the prescribed protocol and procedure. Performs initial on scene examination of the remains, takes photographs, and collects information relevant or related to the cause and manner of death. Conducts external examination of bodies and collects body fluids for the purposes of toxicology testing as may be required in individual cases.
4. Conducts joint investigations with law enforcement agencies and in conjunction with County, State and Federal Agencies, to determine the cause and manner of death. Collects data and prepares reports on death investigations in accordance with pre-established policies and procedures ensuring accuracy and completeness of information.
5. Conducts follow up investigations that may be assigned. Practices appropriate safety, environmental and or infectious control methods. Establishes the identity of the deceased decedent and notifies the legal next of kin in accordance with established policies and procedures. Oversees and assists with the removal of remains to the attending funeral home and/or morgue facility for the purposes of a forensic examination.

6. Occasionally attends and provides evidence/testimony at pre-trial and/or court hearings, as may be required in individual cases.
7. In the absence of the Coroner and Chief Deputy Coroner, determines any attending physician and his or her willingness to sign the Death Certificate.
8. Addresses community groups, schools, and other audiences about the functions of the office, as directed.
9. Any other duties as assigned by the Chief Deputy or the Coroner.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job)

1. Must have basic computer skills for data entry and using Microsoft Word.
2. Knowledge of death investigation protocol, procedures and standards and the legal/policy requirements for the processing of evidence.
3. Knowledge of related accreditation and certification requirements.
4. Knowledge of cameras and photographic procedures.
5. Knowledge of the procedures involved in detecting, analyzing and interpreting signs and symptoms of trauma and other physical conditions.
6. Skills in the planning, carrying out and documentation of investigations.
7. Skill in identifying traumatic wounds.
8. Interpret and comply with laws and regulations governing investigation.
9. Establish and maintain cooperative work relationships with a variety of individuals and agencies.
10. Ability to be available for irregular shift work and shift rotations necessary to provide service 24 hours a day, 365 days a year, including weekends and holidays.
11. Ability to operate on a scheduled 24 hour, on call basis.
12. Ability to understand medical/forensic information and terminology.
13. Ability to understand and follow complex detailed technical instructions.
14. Ability to write reports containing technical information.
15. Ability to communicate technical information to non-technical personnel.
16. Ability to maintain quality, safety, and infection control standards.
17. Ability to investigate and analyze information and draw conclusions.
18. Ability to search records, interview individuals, develop case histories, interpret findings, and draw persuasive conclusions from that evidence.
19. Ability to maintain emotional stability to cope with human suffering, emergencies, and other stressors.
20. Ability to establish and maintain effective working relationships with family members, medical officials, representatives of law enforcement and court systems.
21. Ability to read, write, speak, understand, and communicate in English to perform the duties of this position.
22. Ability to make oral presentations before various groups, including giving testimony in hearings and court cases.

Physical Characteristics

1. Must have acceptable eyesight to perform investigator duties.

2. Must have appropriate oral communications skills to effectively use, telephone, radio, and in public contacts.
3. Must be able to sit, stand, or travel for long periods of time.
4. Must be able to negotiate up and down stairs and on rough and/or uneven terrain.
5. Must be able to travel to and from various work sites by car.
6. Must be able to bend, stoop, stretch, twist, reach, kneel, crawl, squat, climb, and balance.
7. Must be able to lift, carry, drag, or push an average body weight of 100 to 200 lbs. or more, both alone and with help.
8. Must be able to climb ladders or stairs or climb up to and down from higher levels using unconventional methods.
9. Must be able to work in hazardous or dangerous work area situations.
10. Must have fine and gross motor skills; hand dexterity; full use of fingers, hands, and arms; and good grip strength to perform investigative duties.
11. Must be capable of working under stressful conditions.
12. Must have good cognitive skills and awareness of work accuracy.
13. Must have the ability to concentrate on more than one task at a time, and to make independent decisions.

Other Characteristics

1. Must dress appropriately and professionally and be prepared for all types of weather.
2. Must participate in written knowledge evaluation.
3. Must sign confidentiality waiver.
4. Must pass criminal/driving background check.
5. Must commit to the call schedule on a monthly basis.
6. Per Alabama statutes- Must be at least 25 years old and a resident of Baldwin County for at least one year prior to appointment.

Minimum Qualifications

1. Possession of valid driver's license and be insurable by the County's insurance standards.
2. Possession of or ability to obtain within two (2) years from date of appointment, a Medicolegal Death Investigator Certification from ABMDI.
3. At least three (3) months experience as a Deputy Coroner Trainee
4. Any combination of forensic experience and training that would likely provide the required knowledge and ability is qualifying.
5. Professional certification or licensure in one of the following fields is preferred: ABMDI (American Board of Medicolegal Death Investigators), law enforcement, nursing, radiology, EMT/Paramedic, or any forensic concentration OR Bachelor's Degree in Medical Science, Criminal Justice, or Forensic Science

POSITION DESCRIPTION

Title: Death Investigator II

Department: Coroner's Office

Job Analysis: September 2022

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Relationships

Reports To: Coroner, Chief Deputy Coroner

Subordinate Staff: None

Internal Contacts: Commission Staff

External Contacts: General Public, Public Officers

Status: Classified/Non-Exempt (313)

Job Domains

1. Travels to the scene of homicides, suicides, accidental, questionable, and or unattended deaths as required, on behalf of the office of the Coroner, in accordance with established call schedule.
2. Conducts a systematic scene investigation, to assist with determining the cause and manner of death. Understands the difference between jurisdictional and referral referred death investigations and the responsibilities that each requires.
3. Takes custody of the remains in accordance with the prescribed protocol and procedure. Performs initial on scene examination of the remains, takes photographs, and collects information relevant or related to the cause and manner of death. Conducts external examination of bodies and collects body fluids for the purposes of toxicology testing as may be required in individual cases.
4. Conducts joint investigations with law enforcement agencies and in conjunction with County, State and Federal Agencies, to determine the cause and manner of death. Collects data and prepares reports on death investigations in accordance with pre-established policies and procedures ensuring accuracy and completeness of information.
5. Conducts follow up investigations that may be assigned. Practices appropriate safety, environmental and or infectious control methods. Establishes the identity of the deceased decedent and notifies the legal next of kin in accordance with established policies and procedures. Oversees and assists with the removal of remains to the attending funeral home and/or morgue facility for the purposes of a forensic examination.

6. Occasionally attends and provides evidence/testimony at pre-trial and/or court hearings, as may be required in individual cases.
7. In the absence of the Coroner and Chief Deputy Coroner, determines any attending physician and his or her willingness to sign the Death Certificate.
8. Addresses community groups, schools, and other audiences about the functions of the office, as directed.
9. Any other duties as assigned by the Chief Deputy or the Coroner.
10. Coordinate / Oversee daily response activity ensuring accuracy and quality of work while providing support to investigative staff.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job)

1. Must have basic computer skills for data entry and using Microsoft Word.
2. Knowledge of death investigation protocol, procedures and standards and the legal/policy requirements for the processing of evidence.
3. Knowledge of related accreditation and certification requirements.
4. Knowledge of cameras and photographic procedures.
5. Knowledge of the procedures involved in detecting, analyzing and interpreting signs and symptoms of trauma and other physical conditions.
6. Skills in the planning, carrying out and documentation of investigations.
7. Skill in identifying traumatic wounds.
8. Interpret and comply with laws and regulations governing investigation.
9. Establish and maintain cooperative work relationships with a variety of individuals and agencies.
10. Ability to be available for irregular shift work and shift rotations necessary to provide service 24 hours a day, 365 days a year, including weekends and holidays.
11. Ability to operate on a scheduled 24 hour, on call basis.
12. Ability to understand medical/forensic information and terminology.
13. Ability to understand and follow complex detailed technical instructions.
14. Ability to write reports containing technical information.
15. Ability to communicate technical information to non-technical personnel.
16. Ability to maintain quality, safety, and infection control standards.
17. Ability to investigate and analyze information and draw conclusions.
18. Ability to search records, interview individuals, develop case histories, interpret findings, and draw persuasive conclusions from that evidence.
19. Ability to maintain emotional stability to cope with human suffering, emergencies, and other stressors.
20. Ability to establish and maintain effective working relationships with family members, medical officials, representatives of law enforcement and court systems.
21. Ability to read, write, speak, understand, and communicate in English to perform the duties of this position.
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6. Must be able to bend, stoop, stretch, twist, reach, kneel, crawl, squat, climb, and balance.
7. Must be able to lift, carry, drag, or push an average body weight of 100 to 200 lbs. or more, both alone and with help.
8. Must be able to climb ladders or stairs or climb up to and down from higher levels using unconventional methods.
9. Must be able to work in hazardous or dangerous work area situations.
10. Must have fine and gross motor skills; hand dexterity; full use of fingers, hands, and arms; and good grip strength to perform investigative duties.
11. Must be capable of working under stressful conditions.
12. Must have good cognitive skills and awareness of work accuracy.
13. Must have the ability to concentrate on more than one task at a time, and to make independent decisions.

Other Characteristics

1. Must dress appropriately and professionally and be prepared for all types of weather.
2. Must participate in written knowledge evaluation.
3. Must sign confidentiality waiver.
4. Must pass criminal/driving background check.
5. Must commit to the call schedule on a monthly basis.
6. Per Alabama statutes- Must be at least 25 years old and a resident of Baldwin County for at least one year prior to appointment.

Minimum Qualifications

1. Possession of valid driver's license and be insurable by the County's insurance standards.
2. Possession of or ability to obtain within two (2) years from date of appointment, a Medicolegal Death Investigator Certification from ABMDI.
3. At least two (2) years as a Deputy Investigator I or combination of previous death investigator experience totaling four (4) years.
4. Any combination of forensic experience and training that would likely provide the required knowledge and ability is qualifying.
5. Professional certification or licensure in one of the following fields is preferred: ABMDI (American Board of Medicolegal Death Investigators), law enforcement, nursing, radiology, EMT/Paramedic, or any forensic concentration OR Bachelor's Degree in Medical Science, Criminal Justice, or Forensic Science.