



CLASS SPECIFICATION

Class Code: 2255
Date Est: 5/86
Last Rev: 3/2001
Last Title Chg:
FLSA: non-exempt

DEPUTY CORONER (Investigator)

DEFINITION

Under general supervision, responds to calls and performs death scene investigations; assumes legal custody of remains; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Sixty semester units from an accredited college or university which included courses in at least two of the following areas: anatomy, physiology or medical terminology, plus one year of full time experience which involved repeated exposure to catastrophic injury or death (e.g., paramedic, nursing, emergency room, forensic investigation); OR two years of full time experience which involved repeated exposure to catastrophic injury or death; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

American Board of Medicolegal Death Investigators (ABMDI) registry of certification preferred.

DISTINGUISHING CHARACTERISTICS

Incumbents are primarily responsible for investigating death scenes, identifying human and non-human remains, locating and notifying the next-of-kin. This class is distinguished from Deputy Coroner (Technologist) whose primary responsibility is performing gross dissection under the direction of a pathologist and documenting autopsy findings by means of x-rays and photographs.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Examine bodies and death scenes which includes taking photographs, examining bodies, recording observations, taking fingerprints, interviewing witnesses and collecting/preserving evidence and personal effects, in response to calls from hospitals, nursing homes, citizens, law enforcement agencies or other sources, to determine probable cause and manner of death and necessity for autopsy or further examination.

Assume legal custody of remains and arrange for transport to either a mortuary or the Coroner's Office, as appropriate; escort transport of remains to the Coroner's Office to maintain chain of custody on evidence, personal effects and remains.

Responsible for coordinating city, county, state, and federal law enforcement agencies, medical, nursing personnel, and regulatory agencies (i.e. Bureau of Mines, FAA etc.).

Analyze collected evidence and personal effects; examine and interpret medical records, interview family members, neighbors, medical personnel, witnesses, public agency staff and others who had contact with or knowledge of the deceased, to establish identity and history of the deceased.

Search for, locate, and notify next-of-kin or responsible party to communicate circumstances of death, legal, and other required procedures and to arrange for the subsequent examination and disposition of remains, as well as personal effects.

Complete Record of Death and other forms, as required, by writing abstract of medical history and narrative report detailing circumstances of death, findings and action taken, to be used to brief the pathologist prior to autopsy and to be included in case file.

Schedule autopsies, medical examinations coordinate the attendance of requisite agencies; attend autopsies that require an investigator to provide information.

Train physicians, nurses, medical students, paramedics and law enforcement personnel in different aspects of death scene investigation.

Testify in court proceedings or before hearing boards by citing involvement in a particular case, including findings, actions performed and maintenance of chain of custody.

May aspirate blood, urine and vitreous samples in those instances where timeliness of samples is mandated by statute or chemical decomposition (e.g., DUI, diabetes).

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental policies and procedures.

Nevada Revised Statutes, Washoe County Code and local ordinances related to the jurisdictional authority of the Coroner's Office.

Criminal investigative techniques and procedures, including protocols for handling and preserving evidence.

Postmortem changes in the human body.

External evidence of disease therapy and the associated diagnoses.

Current methods and techniques to prevent the spread of infectious and contagious disease.

Grief counseling techniques.

Terms and acronyms commonly used in the assigned function including legal, medical and diagnostic procedures.

Management information systems and software programs used in the assigned area.

Ability to:

Identify a variety of traumatic injuries in the human body as well as therapeutic i.e. interventions or treatment.

Comprehend and interpret medical charts and other records.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Medical terminology.

Investigative and observational techniques.

Human anatomy and physiology.

Pharmacology.

Ability to:

Recognize aspects of human anatomy and physiology related to identification of human and non-human remains and cause of death.

Witness catastrophic death scenes and autopsies.

Accurately observe, record, and recall information.

Exercise sound judgment and make appropriate decisions under adverse circumstances.

Analyze information and situations and arrive at logical conclusions.

Interpret and apply regulations, policies and procedures at local, state and federal levels.

Exercise emotional control, especially under stressful situations.

Interact considerably with next-of-kin, witnesses, hospital personnel (i.e. medical records), and others involved in the death being investigated.

Document findings and write narrative reports.

Operate a personal computer.

Communicate verbally in a clear, concise manner.

Establish and maintain effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Work is performed in an autopsy examination room, standard office and various indoor and outdoor off-site locations. Ability to sit and stand for extended periods. Ability to lift and move bodies weighing over 100 lbs. with assistance. Ability to use photographic equipment and standard office equipment including telephones, copiers, computers and fax machines. Ability to tolerate exposure to the elements, dust, chemicals, and possibly toxic substances.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.

Approved WERCCS Job Evaluation Committee

Date March, 2001