

MONTOUR COUNTY
Job Description

Job Title: Chief Deputy Coroner
Department: Coroner
Reports to: Coroner
FSLA: Exempt
Prepared Date: March 2016

SUMMARY: Responds to requests for death investigations from law enforcement, 911 center, medical personnel, funeral directors and general public. Provides education when requested. Maintains a positive working environment under stressful situations..

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following with other duties assigned as needed.

1. Responds to requests for death investigations.
2. Interviewing persons with potential knowledge concerning circumstances surrounding death investigation.
3. Prepares work assignments for deputy coroners and office staff.
4. Assists deputy coroners and office staff with difficult or unusual cases.
5. Testifies in court when required.
6. Develops and maintains positive working relationship with the District Attorney, Law Enforcement, Families, Funeral Directors, Forensic Pathologist, Medical staff etc.

Supervisory Responsibility:

Supervisory experience required with the ability to supervise under stressful situations. Supervision of deputy coroners and office staff both in the office and the scene of death investigations required.

Education and/or Experience

Thorough knowledge of investigative techniques and skills. Must be familiar with Criminal, Civil and motor vehicle investigations. Must possess knowledge of rules of evidence and crime/death scene preservation. Must possess knowledge of the collection and preservation of evidence as it pertains to a criminal death investigation.

Must have the ability to work with families during time of personal tragedy. Must have the ability to establish and maintain effective working relationships with co-workers, associates, law enforcement investigative agencies and other County Offices.

Must have the ability to establish and maintain effective working relationships with Emergency Medical, Fire and Rescue Personnel with whom this Office comes in to contact with. Must have skills in Medicolegal and crime scene photography. Must have the knowledge and skills in the methods of identifying bodies otherwise unrecognizable or decomposed.

Education equivalent to a high school diploma and equivalent combination of acceptable training and experience, which has provided the knowledge, skills, and the abilities, cited above.

Must possess and maintain a valid motor vehicle license, issued by the Commonwealth of Pennsylvania.

Previous medical background extremely recommended.

Previous investigative experience preferred.

Previous supervisory experience required.

Must attend, complete, and pass the Pennsylvania Coroner's Education Board Basic Education Course, held at the Pennsylvania State Police Academy, Commonwealth of Pennsylvania mandated education course. Must attain required continuing education requirements annually.

Must pass a criminal history background check. Must pass all background checks including checks to work with children.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret multiple sources of information. Required and responds to inquiries, requests, complaints.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING SKILLS:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to analyze and solve problems and prepare maps/graphics using sound cartographic principles.

PHYSICAL DEMANDS:

Utilizing computers and photography equipment required. While moving deceased remains, may bend, stoop, crawl, lift up to 75 lbs. Clear vision required.

WORK ENVIRONMENT:

Work is generally performed in all types of environment. Ability to function and work in all types of weather and scene extremes required.