



# JOB POSTING



## Title: Deputy Coroner/Death Investigator

**Summary of position:** Provide operational assistance in the conduct of medical/legal investigations and removing/transporting bodies for the Taney County Coroner.

### Position Responsibilities:

Answer telephone to gather information to decide to assume or decline death jurisdiction; respond via telephone or scene response to deaths where jurisdiction is assumed; if requested by the Coroner, respond to inquiries from media, investigative agencies, public, families, etc.

Investigate death scene; determine if scene is secured and safe; determine disposition of body and make visual examination of body if appropriate; record scene observations, ensure photo-document death scene and remains and interview witnesses; conduct follow-up investigation for unresolved issues such as identification, notification and information regarding manner and cause of death.

Establish and/or initiate positive identification process using photo identification, dental/skeletal radiographs or charting, fingerprints, medical records, witness accounts and internet searches; document steps taken to confirm identity; identify cases that need further specialized tracing of next of kin, assets and estate.

Transport and/or arrange transportation of remains in varying degrees of trauma, mutilation and decomposition to location set by the Taney County Coroner; ensure remains are correctly identified and not damaged prior to examination by Pathologist; and if needed process remains including weighing, fingerprinting and tagging.(usually done by the pathologist)

Locate and notify next of kin, physician, or legal representative.

Locate and collect lab samples and records, including health care, police, and other records.

Identify potential tissue/organ donors; coordinate procurement with appropriate agencies.

Use computer to enter data and write technical and comprehensive investigative reports.

Identify, collect, document and safeguard the legal chain of custody of evidentiary materials including medications and decedent's personal property at death scenes; release to next of kin or appropriate investigative agency.

Communicate death investigation findings to pathologists.

Communicate and disseminate appropriate information of death investigation to media, family, law enforcement and the public; present lectures and provide class interviews to educate the community; represent the Taney County Coroner's Office with presentations at conferences, meetings, or other events.

Prepare decedent for viewing if appropriate; counsel grieving family members; facilitate disposition of remains, which may include burial, transit and cremation permits.

In addition to the above core responsibilities, incumbents may perform the following duties: Secure, inventory and maintain all property that Investigators bring into the TCCO; determine legal next of kin and release property to them or their representative; coordinate destruction of all weapons and evidence that next of kin doesn't want; if no next of kin, turn over all property to Taney County Public Administrators Office.

Coordinate all aspects of medical records and case reports; determine if Investigator's case reports are correct and complete; determine which agencies have supplied original records and ensure they are returned to the originating agency; ensure security and confidentiality of all records in compliance with HIPAA requirements.

Perform other duties as assigned by the Coroner.

**Training, Knowledge and Skills required:**

GED or High School Education  
First Responder, EMT or Paramedic or other medical training  
Law Enforce training/Crime Scene investigation  
Completion of Emergency Vehicle Training  
Completion of Blood Borne Pathogens  
Current in CPR/Health Care Provider Preferred  
Completion of Fire Arms training  
Completion of Psychological First Aid  
Completion of ICS 100,200 and 700  
Completion of Grievance training  
Knowledge of legal and medical terminology, including the principles of anatomy, physiology, biology, chemistry, and physics.  
Qualify and attend annually or bi-annually firearms training as determined by the Coroner.  
Knowledge of highway scene safety.  
Knowledge of the principles of forensic entomology, anthropology, pathology, pharmacology and medication.  
Knowledge of first responder health and safety requirements, including basic firearm safety.  
Knowledge of crime scene investigation, processing, and evidence collection techniques.  
Knowledge of policies, procedures, guidelines, protocol, and laws, including HIPAA requirements regarding deaths and human remains.  
Knowledge of the methods, techniques, equipment, and practices of handling deceased individuals.  
Knowledge of chain-of-custody procedures.  
Knowledge of organ donation and tissue procurement organizations and procedure.  
Basic knowledge of forensic photography.  
Knowledge of the techniques used in interviewing, investigating, and report writing.  
Skill in working with human remains in varying degrees of decay and trauma.  
Skill in locating and using reference and resource materials.  
Investigative and analytical skills.  
Crisis intervention and grief counseling skills.  
Problem-solving and conflict-resolution skills.  
Skill in working as a member of a team as well as independently and following directions.  
Skill in communicating effectively, both orally and in written.  
Basic computer, software applications, and office equipment operation skills.  
Skill in working with people from varied socio-economic backgrounds and diverse cultures.  
Skill in maintaining confidentiality with sensitive information.  
Skill in using maps and following directions to specific locations.  
Skill in explaining procedures and technical terminology to lay people.  
Skill in remaining calm in high-stress, high-emotion and adverse situations.  
Skill in remaining objective, nonjudgmental and sensitive to the situation and in conducting business in a professional, supportive manner.  
Must be able to attend annual Coroners training.  
Knowledge of English grammar, usage, and spelling.  
Individual must have leadership skills.

Hours: Must be able to work holidays, weekends and nights as needed.

Approx. 1-20 hours per month

Salary: \$10-\$15 /hr of time worked (No on call pay)

Benefits: Not available with this position

Closing date: Posting will remain until position is filled

Taney County is a substance free, Equal Employment Opportunity Employer (EEOE). Contact Human Resources at (417)546-7285 for information. Applications can be obtained at the Human Resources Department or online at [www.taneycounty.org](http://www.taneycounty.org).