

Portage County Coroner's Office

Revisions by Dean J. DePerro, DO, Coroner

Title: Coroner's Investigator

Full Time Position

Starting Wage: \$40,000 Annually

Job Objectives: Incumbent is responsible for assisting the County Coroner in securing the death scene, determining the anatomic cause of death, photographing death scene, arranging body transport, **coordinating investigation with law enforcement agencies, obtaining** medical records of decedent, writing and filing reports, and notifying family and respective agencies of the decedent's death.

Essential Job Functions

- * Responding to inquires about sudden, violent, casualty, or unexpected deaths while the decedent was in apparent good health.
- * Assisting all law enforcement agencies with questionable deaths.
- * Securing the death scene
- * Basic determination of the anatomic cause of death
- * Collecting evidence at the death scene when necessary
- * Arranging for disposition of the decedent after the initial death investigation has been concluded
- * Taking photographs of the death scene and victim when necessary
- * Obtain medical records from physicians, hospitals, and those acquainted with the deceased
- * Notifying family of the deceased when necessary and working with family as a resource person
- * attend inquiry hearings and testify in court when necessary

Non-Essential Job Functions:

Performs related duties which are essential and non-essential as needed or requested

I. Job Requirements

Equipment: Ability to use the following equipment: copier, fax machine tape recorder, automobile, answering machine, police equipment, camera and personal computer.

Critical Skills/Expertise:

- * Knowledge of basic and intermediate legal and medical terminology
- * Knowledge of police related duties and court system proceedings
- * Ability to communicate effectively, both orally and in writing
- * Knowledge of Ohio Revised Code, Guidelines for Policing Agencies, Health Departments, Rules of Court, and Medical Profession
- * Ability to operate a camera and take quality photographs

Job Standards: * High School education or equivalent with post secondary education/ training and work experience in related field required

II. Difficulty of Work

Work consists of moderately complex, relatively standardized tasks, processes and operations following established laws and procedures

III. Responsibility

Supervisor provides general direction in following established practices and clear-cut policies. Supervisor reviews work on a regular basis. Errors in work may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information which could include criminal proceedings or litigation.

IV. Personal Work Relationships

Incumbent has contact with co-workers, public and private sector employees and the general public.

V. Physical Effort and Work Environment

Physical Requirements: Incumbent performs heavy work which may require lifting up one-hundred plus (100+) pounds occasionally, and/or fifty (50) pounds frequently, and/or up to fifteen-twenty five (15-25) pounds constantly to move objects.

Physical Activity: Incumbent performs the following physical activities: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, feeling, and repetitive motions.

Visual Activity: Incumbent performs work where the visual job is close to the eyes.

Job Location: Incumbent often works outside with exposure to adverse weather, must use artificial light due to evening darkness, and can be exposed to a variety of environmental hazards at the location of the death scene. Incumbent can be exposed to noise, chemicals, body fluids, disease, atmospheric conditions and personal physical harm by people or animals during death investigation proceedings.