



POSITION AVAILABLE:

Coroner's Investigator

POSTING DATE: Thursday, October 7, 2021
DEADLINE TO APPLY: Open Until Filled
DEPARTMENT: Portage County Coroner's Office
LOCATION: Ravenna, OH
SALARY: \$40,000/year

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.

MINIMUM QUALIFICATIONS:

High school education or equivalent with post-secondary education/training and work experience in related field required. Must possess a valid Ohio driver's license and maintain continuing eligibility under the existing County driver eligibility standards.

EXAMPLE OF DUTIES:

Responding to inquiries 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.

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

For full job description, click [HERE](#).

HOW TO APPLY:

- RESUMES & COVER LETTERS CAN BE FAXED, EMAILED OR MAILED:

PORTAGE COUNTY CORONER'S OFFICE
449 S. MERIDIAN STREET, PO BOX 1217
RAVENNA, OHIO 44266

EMAIL: DDEPERRO@PORTAGECO.COM / FAX: 330-298-2059

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)