

## DEPUTY CORONER

### **Definition:**

Under supervision to investigate and report on cases of death which fall within the jurisdiction of the Coroner's Office.

### **Essential Functions:**

- Conducts investigations to determine mode, manner, cause of death and identity of decedents; checks medical records and other sources to gather information necessary to ascertain cause of death; requests various specialists such as toxicologists, bacteriologists and other skilled persons to aid in arriving at cause of death within defined procedural limits; cooperates with all law enforcement agencies in obtaining evidence in cases of violent death.
- Orders and attends autopsies performed by professional staff and prepares investigative reports on cases handled; arrange for x-rays to be taken on homicide and sudden infant death cases.
- Answers calls where there is a death by violence or a death for which a licensed physician will not sign the death certificate; prepare and sign death certificates and amendments.
- Locates and notifies relatives; releases bodies to funeral homes; processes county cremations.
- Interviews witnesses; generates and serves subpoenas; receives and processes requests for investigative/autopsy reports; responds to inquiries from the public/agencies over the phone and in person; prepares news releases.
- Takes photographs and prepares fingerprints of decedents.
- Obtains possession of and releases the personal property of decedents.
- Prepares reports of investigations and related activities; maintains and compiles statistical reports; prepares, updates, and closes out investigation case files.
- Appears as a witness in court.
- Prepares bodies for autopsy.
- May perform basic maintenance cleaning of computers.
- Performs other job-related duties as required.

### **Employment Standards:**

The equivalent of two (2) years of full time, paid investigative experience which provides knowledge of investigative principles and techniques.

Successful completion of Penal Code Section 832 course, prior to employment; or, successful completion no later than the first anniversary of employment as a Deputy Coroner. Employment beyond the one year probationary period is contingent upon completion of the Penal Code Section 832 course and satisfactory work performance.

Applicants must successfully complete a firearms course as prescribed by the Sheriff-Coroner within the one year probationary period. Applicants are required to qualify and carry a firearm.

Possession of a valid California Class C Driver's License.

**Physical Requirements**

**Physical Examination:** A rigid medical examination by the County Physician is required.

**Minimum Age:** 21 years of age by the final filing date.

**Character:** Applicants must have a reputation for honesty and trustworthiness. Felony CONVICTIONS will be disqualifying. Misdemeanor CONVICTIONS may be disqualifying. Prior to appointment, candidates will be subject to a thorough background check.

**Working Conditions:** Applicants must be willing to deal with death, dead bodies, at times decomposed remains; trauma involved with notification of next of kin; traveling rough terrain to reach death scene; adverse weather conditions; and, to accept call back and stand-by assignments, and work shifts on a 24-hour basis, seven days a week as needed.

**Knowledge of:** criminal, civil and probate laws; California Government Code, Health Safety Code; rules of evidence; interviewing techniques; medicine and its subspecialties and techniques; prescribed drugs and name brands; recognition, collection, preservation and analysis of medicolegal and/or criminal evidence and data.

**Ability to:** analyze situations and take effective action; work effectively under unpleasant conditions and deal effectively with attorneys, medical doctors, law enforcement officers, distraught persons and others; prepare clear, concise reports and correspondence; answer questions of law pertaining to death and dead bodies; converse with professional medical personnel on a technical level; recognize post mortem changes and their relationship to modes of death.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.