



# Employment Opportunity

## Kittitas County, Washington

**POSTED: 1/15/15**

**CLOSES: When Filled**

### **DEPUTY CORONER – ON CALL**

The current vacancy with the Coroner's Office is an on-call, non-benefited, non-exempt position expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply. Screening will commence on 1/22/15 and continue until a suitable candidate has been found.

**SALARY/WAGES:** \$250 per call

#### **ESSENTIAL FUNCTIONS:**

##### **Respond to death scenes to determine the cause and manner of death**

- Gather information; examine body; determine need for autopsy.
- Arrange for transport of remains and personal property.
- Coordinate any required lab tests or additional exams that may be required.

##### **Work with law enforcement agencies to coordinate investigations of death resulting from criminal acts**

- Obtain necessary information from law enforcement.
- Review medical records.
- Consult decedent's physician, hospital, or other medical personnel.
- Discuss with survivors and/or family members to obtain relevant medical and/or social history, chain of events, or circumstances prior to death.

##### **Notification of family**

- Locate and personally notify next of kin of the death of decedent.
- Gather any additional pertinent information.
- Advise family members of the Coroner procedures.
- Determine proper course of action for indigent or unclaimed remains.

##### **Administrative functions**

- Gather information to support determination of cause and manner of death; complete standard reports; process and sign death certificates and file with appropriate agencies.
- Review death certificates filed in the County for accuracy and file Affidavits of Correction as needed to correct or change death certificates when needed.
- Maintain security of records and evidence.
- Attend meetings and participate in committees as directed.
- Respond to inquiries from the public, outside agencies, and the media.

##### **Assist with autopsies**

- Assist with autopsies, to include direct handling of specimens and biological fluids.
- Accept, label, and safeguard evidence and other related tasks.

*This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.*

**MINIMUM QUALIFICATIONS:**

- High School diploma or GED equivalent.
- Experience working with death scenes, including those that are emotionally difficult or gruesome, contact with human remains, and counseling grieving families.
- Valid Washington State Driver's License.
- A criminal history and background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age at time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

**NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of criminal evidence collection and preservation practices.
- Knowledge of basic anatomy and medical terminology.
- Must be able to learn and retain coroner-specific investigative techniques, principles, and rules of evidence.
- Ability to use modern office technology, including proficiency with computers and Microsoft Office Suite, as well as the ability to learn programs specific to the department and/or County quickly.
- Must have the ability to communicate with professionalism and tact under extremely stressful and/or emotional conditions.
- Must be able to accurately observe and record information related to deaths, and complete required documentation in a timely manner.
- Must have the ability to understand and follow verbal instructions.
- Must be able to tolerate and effectively function in situations that may include the presence of strong odors, gruesome conditions, and/or extreme weather conditions.
- Must be able to respond to a death scene within 30 minutes of a call.
- Have or obtain the Hepatitis A and B vaccinations within the prescribed timeline.

**PREFERRED QUALIFICATIONS:**

- AA or Bachelor's degree in related field.

**WORKING CONDITIONS:**

Work is performed in a variety of indoor and outdoor environments throughout Kittitas County in both urban and rural settings. Must be able to maintain professionalism in emotionally charged situations. Exposure to inclement weather including temperature extremes, windy/dusty conditions, and direct contact with deceased persons, potential biohazards, and other potentially hazardous materials will occur. The noise level may vary depending on the scene. Must be able to sit, stoop, bend, squat, kneel, crawl, twist, lift, reach, grasp, climb, balance and stand for prolonged periods of time while performing essential functions of this job. May be required to push, pull, lift and/or carry significant weight, with assistance as needed. Work involves frequent walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close and distant vision, peripheral and color vision, depth perception, ability to adjust focus, and the ability to see in all levels of light. All safety rules and regulations must be adhered to and PPE must be worn when required for employee safety.

Must be able to safely operate a motor vehicle for travel throughout Kittitas County with occasional travel to other areas to attend meetings, conferences, training, etc. This includes seasonal variations in weather and day and night conditions.

There are variations in working hours that will include occasional evening and weekend work as well as on-call status outside of normal working hours on a scheduled rotation. Regular attendance and punctuality are required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**APPLICATION PROCESS:**

Applicants must apply online using the electronic recruitment portal. Completed applications must be submitted to Human Resources by **5:00 PM** on the closing date. The following items are required: 1) Kittitas County Employment Application; 2) Resume; 3) Letter of Interest; 4) Three (3) Professional References and 5) Supplemental Exam Answers. **Please note: All applications must be submitted online; paper copies will not be accepted.**

**SUPPLEMENTAL EXAM QUESTIONS:**

- (1) What previous job experiences qualify you for this position?