

WINNEBAGO COUNTY JOB DESCRIPTION

**BARGAINING
UNIT**

**STEP AND GRADE:
11C**

**DATE LAST PRINTED:
January 28, 2002**

JOB TITLE: DEPUTY CORONER INVESTIGATOR

SUMMARY OF RESPONSIBILITIES:

Under direction of the Chief Deputy Coroner, investigates and determines causes and manner of death for cases under the jurisdiction of the Winnebago County Coroner; conducts investigations to secure identification of deceased; prepares and maintains requisite records, files and reports.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Investigates and determines evident causes and manner of death in those cases involving natural, suicidal or accidental deaths; assists Coroner and/or Chief Deputy Coroner in investigating homicides and suspicious deaths; prepares and packages blood, urine and vitreous samples for submittal to the State Toxicology Laboratory; notifies next—of—kin of occurrences of death; summons jurors to scene of death.
2. Conducts and oversees investigations to determine identities of deceased, when necessary; researches hospital records, x-rays, dental records, etc.
3. Prepares and maintains records and files; prepares field reports denoting circumstances surrounding death and the medical history of the deceased.
4. Issues controlled information to a variety of sources such as: attorneys, funeral directors and law enforcement agencies.
5. Assumes duties of Chief Deputy Coroner when needed.
6. Performs other related duties as required or assigned.

POSTION REQUIREMENTS

Education

- Requires knowledge, skill and mental ability equivalent to the completion of four years of college with coursework in a medically—related field.
- Requires a degree from an accredited School of Nursing, or four years work experience in a law enforcement agency.

Experience

- Requires three years professional work experiences.
- Requires extensive knowledge of physiological patterns of death.
- Requires extensive knowledge of public health requirements in deaths due to contagious diseases.
- Requires extensive knowledge of medical and legal terminology as it relates to the Coroner's office.
- Requires working knowledge of applicable provisions contained in the Illinois Revised Statutes.
- Requires working knowledge of investigatory techniques and methods.

- Requires ability to investigate apparent causes and manner of death.
- Requires ability to recognize apparent causes and manner of death.
- Requires ability to collect, analyzes and compile information pertaining to deceased into a factual and accurate report.