

WINNEBAGO COUNTY JOB DESCRIPTION

**BARGAINING
UNIT**

**STEP AND GRADE:
11**

**DATE LAST PRINTED:
February 9, 2009**

JOB TITLE: DEPUTY CORONER

SUMMARY OF RESPONSIBILITIES:

Under the direction of the Chief Deputy Coroner, conduct a thorough and complete investigation of death(s) within Winnebago County, to determine the cause and manner of all unnatural deaths and most natural deaths, as set forth by Illinois State Statute.

PRINCIPAL ACTIVITIES:

1. Communicates with appropriate family members regarding notification of death, viewing of the deceased, medical history, circumstances leading up to the event, autopsy requirements, organ donation, and funeral home arrangements.
2. Investigates and determines evident causes and manner of death in cases involving natural, suicidal, or accidental deaths.
3. Assists the Coroner and/or Chief Deputy in investigating homicides and suspicious deaths.
4. Assists in recording documentation from the pathologist during an autopsy.
5. Draws samples, package samples, and documents necessary reporting for toxicology testing as required.
6. Testify as to departmental procedures and findings in criminal and civil legal proceedings.
7. Evaluate and determine at the scene or emergency center, whether injuries or death are consistent with the facts of the trauma, informing law enforcement of death by natural or unnatural causes.
8. Assists OSHA and all State offices in their investigation(s) of the incident.
9. Prepare and collect crime scene evidence.
10. Collects and secures, per departmental procedures, all personal property of the deceased.
11. Conducts investigations to determine identities of deceased, when necessary.
12. Prepares and maintains records and files as required by the department.
13. Removes or aides in the removal of bodies and transports them to the morgue.
14. Removal and proper disposal of bio hazardous waste as required by OSHA, EAP, and Winnebago County procedures.
15. Performs all other duties as assigned.

POSITION REQUIREMENTS:

EDUCATION/ABILITIES

- Requires knowledge and skills equivalent to the completion of four years of college level course work in a medical field or relate field of study, or an acceptable combination of education and experience.
- Requires excellent interpersonal and written communication skills.

- Requires a current valid Illinois driver's license.
- Must be able to regularly lift up to 100 lbs.
- Requires ability to investigate, recognize, and compile reporting as to the cause(s) and manner of death.
- Requires ability to compile and create analytical reporting.
- Requires ability to interpret medical documents, lab and screening results, and terminologies.
- Requires extensive knowledge of physiological patterns of death.
- Requires extensive knowledge of public health requirements in deaths due to contagious diseases.

EXPERIENCE

- Requires a minimum of one year of professional work experience in a related field of employment.
- Requires extensive working 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 previous experience in the ability to investigate and recognize apparent causes and manners of death.
- Requires previous experience in the ability to collect, analyze, and compile information of a death and create an accurate and factual reporting of the data.