

PLEASE POST !!!

OPEN POSITION

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION:

22 CHIEF DEPUTY CORONER – CORONER
\$2,113.6361/bi-weekly
\$54,954.54/yearly
40 hrs/wk.

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 09/20/2022

REMOVE: 9/27/22

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: CHIEF DEPUTY CORONER – FULL TIME

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform protective and administrative work functions associated while performing Chief Deputy Coroner duties.

The Chief Deputy Coroner may also hold other positions within the coroner's office, as supported by its job description. Delegation within the work week between the two positions may vary upon workload.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

When the Coroner is not available, the Chief Deputy Coroner makes decisions regarding the supervision and delegation of daily business and other subordinates. Regarded as the "Second-in-Command".

Determines the need to call in personnel specializing in certain forensic analysis; such as entomologists, blood spatter analysts, anthropologists, forensic odontologists, etc. to help identify remains and/or assist with an investigation.

Subpoenas witnesses, agencies, reports etc. as necessary for case investigations/Coroner Inquests.

Prepare and perform Coroner Inquests – (Similar to a Grand Jury procedure where a jury of 6 will determine the cause and manner of death. The Coroner & Chief Deputy Coroner may interview witnesses/specialists under oath and presents evidence with the supervision of a judge and District Attorney in a courtroom.)

Able to speak with the press/media regarding the deceased, cause and manner and date/time of death.

Must understand and be able to refer to the Commonwealth of Pennsylvania County Code Book. This book describes all legalities surrounding the coroner's office. Ensures all legalities are met in accordance to law.

Supervises all staff in daily activities including field and paperwork.

Delegates work assignments to staff as needed.

Responsible to evaluate staff and provide direction to staff.

Must be a voting member of the office hiring panel. Board consists of Coroner, Chief Deputy, Office Manager and Training Supervisor. All candidates will be interviewed by Board and will be voted on as to their potential hiring status.

Conducts law enforcement/government searches for next-of-kin as required.

Serves as a back-up for Office Manager.

Responsible for and supervises the disposition of all drugs according to law.

Performs “Final Review” of all documentation pertaining to a case prior to finalizing, including the final review for autopsy reports, death certificates, cremation authorizations, case files, etc....

Must be proficient in medical terminology and able to interpret medical history to assist in making the final decision regarding cause of death. Perform the final approval for all cause/manner of deaths.

Develop continuing education programs for Deputy Coroners.

Must be a member of the Child Death Review Team.

Acts as the lead liaison between Emergency/First Responders, Law Enforcement and the Coroner’s Office to enhance current protocols or to make aware of change in protocols due to an emergency or information learned.

Adjust field or office protocols as needed.

Perform all Essential Functions within the Deputy Coroner Job Description as listed below.

Adheres to all written policies and procedures in the Coroner’s Policy and Procedure Manual. This manual is approximately 800 pages and is constantly being revised and updated. The included topics of discussion are: Coroner’s Mission Statement, Duties and Responsibilities, General Policy & Procedures, Information for Family & Friends, Universal Safety Precautions, Frisking & Removing Items from Clothing, Lifting, Steps for Dealing with Conflict, Coping with Death as a Job, Death Calls, Cremation Authorizations, Attire for Scenes, Guidelines for Scene Visits, End of a Case, Driving Rules, Bloodborne Pathogens, Death Certificates, Photography Procedures, Bloodstain Pattern Analysis, Medications, Personal Effects, Evidence, Toxicology Procedures, Insects at a Scene, Pets, Establishing Decedent Identification, Investigation of Unidentified Persons, Determination of Cause and Manner, H&Ps & Other Hospital Reports, Notification of Next-of-Kin, Recommending Funeral Homes, Release of Information, Investigating a Death, Case Specific Questions, Carbon Monoxide Deaths, Gunshot/Shotgun Wound Deaths, Blunt Force Injury Deaths, Sharp Force Injury Deaths, Fire Death and Thermal Injuries, Hanging Deaths and Asphyxia, Drowning Investigations, Office Phone System Basics, Pager, Coroner Phone & Camera, Price List, List of Police Coverage Areas, Quincy, Quincy Narrative, Mass Fatalities and Forms.

Investigates deaths that occur when the decedent is not under the care of a physician; are sudden and unexpected; are due to violence of any kind; occur where violence might be suspected or cannot be ruled out; to determine the cause and manner of death and to identify the deceased.

Investigates all deaths where there is a request to cremate the body as final disposition, and to release the body for cremation if the investigation allows.

Responds to crime/death scenes; requests autopsies and/or toxicology examinations.

Locates and notifies the deceased’s next-of-kin; provides information and assistance to family members of the deceased as appropriate.

Must have sufficient knowledge of the human body to be able to locate the heart, carotid artery and femoral artery for blood draws. Must be able to draw vitreous fluid from the eyes. Must be able to aspirate blood or other body fluids for pathological and toxicological analysis; refers to medical texts as necessary for information. Collects evidence and body fluids for analysis; which includes drawing blood or vitreous fluids via hypodermic needles and the use of collection tubes. Must dispose of needles and/or biohazard material in accordance to the policies written in the Coroner’s Policy & Procedure Manual.

Maintains evidence records, which includes body fluids and inventory of deceased's personal effects in accordance with the Coroner's Policy and Procedure Manual.

Ensures the return of the deceased's personal effects to his/her family as required.

Consults with family members, witnesses, attorneys, medical personnel, law enforcement personnel, pathologists, toxicologists, pharmacists, fire department personnel, laboratory personnel and others to gather information for the death investigation.

Requests medical records, criminal records and the like from health or law enforcement agencies and/or other reports from other federal, state or county agencies involved.

Observe and implement all HIPAA laws, we can only share medical information when duly authorized by the State, Next-of-kin, or the like. Share the cause and manner of death only when we are duly authorized.

Must assist the family in obtaining a funeral home to handle the disposition of the deceased in a timely manner.

Must be able to review and understand a variety of medical/forensic and law enforcement reports. Understands and interprets medical terminology/history to help find cause/manner of death.

Must be able to find anomalies with a death certificate signed by someone other than coroner personnel; such as incorrect manner of death; cause and manner do not match; a doctor signed a death certificate in error; or the certifier was not allowed to sign death certificate.

Prepares initial investigative reports, witness reports, evidence collection reports, and follow-up reports as required.

Prepare documents for permanent records including death certificates, cremation data, autopsy reports, photographs, and coroner's reports.

Makes final conclusions regarding the identity of the deceased and cause and manner of death based on all investigative results, including but limited to autopsy, witnesses, toxicology, medical history, scene forensics, photographs, law enforcement, emergency responders, and evidence of the like.

Sign death certificates as the Certifier of Death. The signor is the official certifier as to the name of the deceased, cause/manner of death, location of death, and date and time pronounced; as certifier will become part of the official death documentation to be filed with the State.

Provides court depositions and testifies in court as required.

Transports bodies to the morgue or other facilities; monitors freezers and coolers, ensuring proper maintenance of bodies.

Photographs bodies, scenes, interior & exterior of homes including pictures of specific drugs, alcohol, home contents, pets, etc., as needed for forensic case documentation. All photography must be done in strict compliance to the written standard operating procedures in the Coroner's Policy & Procedure Manual.

Responsible for the collection of the deceased's legal or illegal prescription drugs at the scene or on the body. Analyze medicines to determine if deceased is compliant with medication. Dispose of medication in accordance to law.

Responsible for the collection of money found at the scene or on the body. Ensures that money is logged and given to the appropriate next-of-kin or appointee.

Responsible to find the next-of-kin or a foster care environment to care for any pets found at scenes.

Responsible to secure the home and valuables upon completion of scene processing.

Responsible for the collection of body parts, body tissue, body limbs, brain matter, etc... Must dispose of excess materials in a matter according to law and/or ensure return of such matter to the funeral home for proper religious burial rites.

Must be able to process a mass fatality event, which includes but not limited to working with DMORT and/or other government agencies, emergency management, FEMA, PEMA, etc... Must know how to conduct a grid search for bodies and evidence partial to the crisis. Must know in advance the generic "Mass Fatality Response Plan" as written in the Coroner's Policy & Procedure Manual.

Cooperates with county, state and federal officers in death investigations.

Schedule and attend autopsies and arrange for authorized attendees to be present such as law enforcement or district attorney representation.

Officially authorize funeral homes to cremate a decedent as required by the state.

Receives, prepares, and/or generates a variety of forms, requests, records, reports, correspondence, and various other documents associated with the daily responsibilities of this position; reviews, processes, responds, forwards, maintains, and/or takes other action as appropriate; prepares and maintains files and administrative records.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations. Reads professional literature; maintains professional affiliations.

Cooperates with federal, state, and local law enforcement agencies and their officers or representatives when activities are related to investigations within County jurisdiction.

Must attend and successfully complete the Medicolegal Death Investigation Course as prescribed by law, offered by the Pennsylvania State Coroner's Association, normally held once per year in Hershey, PA for a minimum of 5 days.

Must receive a minimum of 12 approved Continuing Education Credits (2 of those 12 must be regarding child deaths) as prescribed by law.

Must be annually certified in Blood Borne Pathogens and Blood Borne Exposure Plan by State authorized Blood Borne Pathogen Trainer.

Must know the additional state procedures to handle child deaths, including but not limited to the Pennsylvania State Child Death Review, specific child death reporting to other agencies, specifically all child deaths are assumed criminal until otherwise proven. Must take 2 approved Continuing Education Credits per year regarding the topic of child deaths.

Must be proactive and alert to elder abuse cases and report such suspicions to the relevant law enforcement agencies, federal, state and county agencies.

Respond to and handle any deceased body in any condition, including but not limited to decomposition, infectious diseases, pandemic conditions and other bio-hazard pathogens.

Must be astute with Personal Protective Equipment for self and deceased as to what equipment to wear, when it should be worn and the degree of protection to be worn, in order to protect self, other personnel and the community at large.

Assists in training new personnel; guides personnel to meet department goals and to comply with directives and standard rules and regulations.

Assists with various finance related duties including but not limited to billing and collecting of fees/expenses.

Assists in maintaining records of departmental equipment; orders, issues, and/or maintains inventory of supplies.

Attends staff meetings and training sessions as appropriate/required; may represent the department at various meetings and seminars; attends community functions relating to job activities.

ADDITIONAL FUNCTIONS

Performs various administrative support tasks which may include typing, photocopying, faxing, shredding, and/or filing of documents, receives, stamps, and distributes mail/documents, maintains office equipment, and computer data entry/retrieval.

Maintains cleanliness of workspace(s) and requests service and/or repairs as needed; maintains equipment in functional and presentable condition.

Answers the telephone; provides information, advice and guidance; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary.

Must be aware of the necessary protective gear that should be worn as each scene dictates and wear it accordingly.

Must maintain confidentiality of any death and share information of the death with the appropriate person/persons or agency.

Must maintain a professional manner at all times. Must treat all bodies, families, interaction with others with dignity and respect. Must ensure the use of proper decorum when dealing with a case. Must be respectful of many different races, creeds, sexual orientations, cultures, religions, handicaps, and opinions. Must be sensitive to medical, psychological and emotional behaviors of others.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Vocations/Technical degree with training emphasis in biology and chemistry, pathology, medicine, or related field; supplemented by three (3) years previous experience and/or training involving law enforcement, investigative forensic processes, emergency medical field work, morgue medical or laboratory assistance with basic knowledge of human anatomy and physiology, or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid Pennsylvania driver's license. Must meet all promotional eligibility requirements. Must have passed the basic coroners and basic death investigation courses. Shall be required to be certified in Cardiopulmonary Resuscitation (CPR) and first aid. Shall be required by law or ordinance to attain and maintain additional certifications or other specified medical or legal training. Supervisory experience preferred.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria including exercising discretion in determining actual or probable consequences and referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; to calculate decimals and percentages; utilize principles of fractions and interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems to interpret instructions furnished in written, oral, diagrammatic or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert physical effort, which may involve lifting, carrying, pushing and/or pulling with or without equipment such as stretchers/cots to move deceased individuals in and out of automobiles, morgues, autopsy tables, etc... Other tasks may involve extended periods of time at a keyboard or work station or standing for long periods.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed with exposure to conditions which include body fluids and human remains and such bio-hazards. The coroner's office will provide protective gear necessary to fulfill this job description.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.