



ADA COUNTY HUMAN RESOURCES

CHIEF DEPUTY CORONER *CORONER'S OFFICE*

HIRING WAGE: \$85,000/yr

STATUS: Full-time with benefits

CLOSING DATE: Until Filled

APPLICATION MATERIALS: Apply online at adacounty.id.gov/jobs

GENERAL SUMMARY

Incumbent aides department supervisors in their duties, reviews the work of the department supervisors, providing timely assessments of their work; responds to scenes as requested; covers on-call shifts and maintains field familiarity. Acts as the office representative in the absence of the Coroner; and performs related duties as required. The Chief Deputy Coroner receives casework in terms of assignments given by the Coroner or while in an on-call status.

DISTINGUISHING FEATURES OF THE CLASS

Works under the general direction of the Ada County Coroner but works independently to manage the operations of the office. Exercises considerable initiative and independent judgment to accomplish tasks.

ESSENTIAL FUNCTIONS

- Keeps Coroner informed on the status of cases;
- Prepares written reports on cases listing pertinent case facts in manner and cause of death and body examination;
- Drafts, recommends, implements, and enforces policies and procedures for the entire office;
- Assumes administrative duties when assigned by the Coroner;
- Supervises aspects of the work of all supervisors, managers, and staff to include disciplinary actions;
- Maintains inventory and issues identification badges and uniforms to members of the office;
- Instructs and participates in community education and related group activities;
- Confers with police, doctors, hospital staff, families of the deceased, insurance investigators, lawyers, and media reporters;
- Reviews, approves, and authorizes cremation requests for jurisdictional and non-jurisdictional deaths in Ada County;
- Provides staff training;
- Assists Coroner in maintaining accreditation standards;
- Makes recommendations regarding program and budget needs;
- Participates in the hiring and performance evaluation process.

ADDITIONAL FUNCTIONS

- Gives necessary assistance to "reaction" cases and provides protection to the residual estate;
- May attend autopsies to supply pathologists with facts relating to the death scene as required;
- May take photographs of the death scene;
- May be asked to perform any or all duties of a medicolegal death investigator;
- Provides guidance to staff as needed or on an on-call basis;
- Assists the investigators in obtaining their American Board of Medicolegal Death Investigators (ABMDI) certification;

- Performs some of the essential functions of the Coroner in the absence of the Coroner;
- Performs related duties as required.

JOB REQUIREMENTS

- Bachelor's degree from an accredited university in medical sciences or equivalent field of study and have ABMDI certification in addition to five years of experience in death investigations;
- Must possess working knowledge of forensic science and crime scene related tasks;
- Minimum of Diplomate of ABMDI (D-ABMDI) certification upon hire;
- Five years administrative and supervisory experience;
- Good knowledge of probable causes of death under a wide variety of circumstances; the rules of evidence; techniques of conducting an investigation; and search procedures;
- Skill in providing comfort and assistance to those grieving their loss; self-expression in a clear and concise way when in stressful situations; and expression of thoughts in an understanding way in writing;
- Ability to direct and lead staff; observe and note details; recollect details and large amounts of information;
- Ability to analyze difficult investigatory problems;
- Ability to adopt effective courses of action and draw appropriate conclusions;
- Ability to function successfully in high stress situations;
- Ability to operate passenger cars or light trucks in a safe manner;
- Ability to use photographic equipment and take photographs.

OTHER REQUIREMENTS

- Required to attend meetings and/or other functions outside of normal business hours either by direct involvement or at the request of the Coroner;
- Required to carry and respond to a County-issued cellphone at all times;
- Must possess a valid driver's license;
- This position has been designated safety sensitive and the incumbent is subject to random drug testing.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- The incumbent may investigate deaths as needed, located on various terrains and in various weather conditions in Ada County;
- Heavy lifting over 100 pounds may be required at times; however, many of the duties require lifting up to 20 pounds;
- He/she may personally examine cases at a wide variety of locations both indoor and outdoor;
- May be required to handle, load, and transport deceased bodies to hospital/ morgue;
- Requires emotional and psychological resilience when exposed to potentially violent, traumatic, and sensitive cases either directly in the field or in the form of photographs and case reviews.

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

NOTE

*Ada County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities. The hiring pay range may be appropriately adjusted based upon current and/or prior applicable Ada County employment experience. * If you need reasonable accommodation to participate in and/or complete the county's application process, please contact Human Resources at the phone number or address listed hereon. (TDD call 287-7979)*