**JOB TITLE: Part-time** Investigator

Coroner’s Office, St. Tammany Parish, Louisiana ([www.stpcoroner.org](http://www.stpcoroner.org) )

**SALARY**: Commensurate with experience and education

**QUALIFICATIONS AND TRAINING PROGRAMS: Minimum requirement of a high school diploma or general equivalency diploma.**

**EXPERTISE AND EXPERIENCE:** A minimum of two years’ experience is preferred but not required. A working knowledge of anatomy and physiology and the pathophysiology of disease processes as well as insight into modern investigative techniques are helpful.

**DUTIES: (May Include, Not limited To)**

* Develops organized, concise and accurate account of the facts surrounding deaths in the jurisdiction of St. Tammany Parish in accordance with Louisiana Law
* Responds to death scenes for the purpose of conducting field investigations and to document and prepare decedents for transport to forensic facility.
* Conducts preliminary external examinations on decedents at death scenes and the findings of the exam are recorded on a field report for the physician staff to review.
* Collects and preserves physical and biological evidence which may be used for testing throughout the investigative process.
* Maintains the chain of custody of physical/biological evidence, reviewing medical records, and facilitating organ donation requests.
* Responsible for completing orders of protective custody on those residents of St. Tammany Parish that require involuntary admission to a treatment facility due to mental illness or substance abuse.

**Please submit applications or inquiries to Stephen Saussy at** [**ssaussy@stpcoroner.org**](mailto:ssaussy@stpcoroner.org)**.**