

NATRONA COUNTY CORONER'S OFFICE
6550 Wildcat Rd
Evansville, WY 82636

NATRONA COUNTY OFFICE OF THE CORONER

TITLE: JOB DESCRIPTION – LEAD DEPUTY CORONER

DEFINITION:

A Lead Deputy Coroner will be considered for hire if requirements are met that are outlined in Deputy Coroner Job Description listed below. The Lead Investigator is the deputy to the Chief Deputy Coroner and will assume much of that position's duties in his/her absence

SUPERVISION RECEIVED:

Lead Deputy Coroner will be someone who is on orientation and Field Training Status, and will NOT be autonomous until their performance is evaluated by the Chief Deputy and Coroner. This will be determined by photographs, report writing, investigation skills, availability for call, written/verbal testing and also by self-evaluation and readiness. The length of this field training status shall be no longer than six months to include at least eight death scenes and attend three autopsies. At the completion of six months, participation and performance will be evaluated with the decision of progressing to become independent. The Lead Deputy Coroner is under direct supervision of the Chief Deputy Coroner and the Coroner.

ESSENTIAL JOB FUNCTIONS:

1. Will have the ability to obtain Wyoming Coroner's Certification within one year of hire per Wyoming statute.
2. Will conduct investigations into the manner and cause of death of any individual whose death falls under the jurisdiction of the coroner as defined by Wyoming statutes.
3. Will attend autopsies and assist the procedure.
4. Upon completion of the training program, will be allowed to investigate scenes independently as described above.
5. Initiates investigation into the cause and manner of death upon proper next of kin notification.
6. Collect all physical and pertinent biological evidence to include blood, urine or other specimens from the deceased as necessary
7. Interview families, friends, professionals and others associated with the deceased to include obtaining statements, documents and related factual evidence.
8. Administer proper procedures in notification of legal next-of-kin.
9. Determine positive identification.
10. Log clothing and property while maintaining proper chain of custody
11. Follow all Natrona County policies as outlined in the Natrona County Employee Handbook.
12. Will help prepare for and attend Emergency Preparedness/Mass Fatality training which will maintain the office preparedness skill and also fulfil any grant criteria.

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13. Assists with maintaining the required credentials and standards for office accreditation with the International Association of Coroners & Medical Examiners.
14. Respond to the morgue to release bodies during off hours.
15. Develop a written report outlining in detail the events surrounding the death investigation well enough to defend the report in court.
16. Attend scheduled staff meetings according to however the meeting is presented either in person or meeting minutes with sign-off.
17. Abstract case files for data entry into the Coroner Data Base.
18. Retrieve reports from the Coroner Data Base for statistical purposes.
19. Respond to any written records requests by producing reports and documents from the Coroner Data Base and/or the decedent's case file according the Wyoming State Statutes.
20. Maintain follow-up with decedent's families and law enforcement agencies.
21. Complete the decedents' medication logs that are in any law enforcement agency's evidence rooms.
22. Assume front desk duties with case file organization, coordinating communications, scheduling autopsies, enter data into database, responding to records requests and...
23. Any other duties as assigned by the Chief Deputy or the Coroner.

QUALIFICATIONS for hire

- Commitment to a part time daily call schedule
- Computer literacy with skills using Microsoft Office products
- Experience in Investigative techniques, interviewing techniques, and procedures.
- Excellent communication skills and leadership qualities in dealing with families, all law enforcement agencies, funeral homes and attorneys.

Ability to:

- Obtain information and evidence by observation, record examination and interview.
- Be able to commit to the call schedule and work at least 20 hours per week.
- Analyze and evaluate information obtained from applicable sources.
- Secure and present evidence in oral and written form.
- Interpret and comply with laws and regulations governing investigation.
- Establish and maintain cooperative work relationships with a variety of individuals and agencies.
- Communicate clearly and concisely, both orally and in writing.
- Maintain POST certification according to Wyoming statute.
- Utilize critical thinking skills to choreograph the decedent's pathway through all involved stakeholders' roles to final disposition.

Expertise and Training:

Any combination of forensic experience and training that would likely provide the required knowledge and ability of determining a manner and cause of death.

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Experience:

- Two to four years law enforcement or investigative experience or a minimum of two years in Medicolegal Death Investigation,
- Applicable medical fields (paramedic, nurse) is extremely helpful

Licenses and Certifications:

- Possession of or ability to obtain the appropriate and unencumbered valid Wyoming Driver's License.
- Possession of or ability to obtain within one year from date of completing the Coroner Basic Training, a Medicolegal Death Investigator Certification acceptable to Natrona County Coroner.

Physical and Mental Requirements:

- Must have acceptable eyesight to perform investigator duties.
- Must have appropriate oral communications skills critical thinking skills while leading a death investigation among the other agencies
- Must be able to sit, stand, or travel for long periods. Must be able to negotiate up and down stairs and on rough and/or uneven terrain.
- Must be able to bend, stoop, stretch, twist, reach, kneel, crawl, squat, climb, and balance.
- Must be able to lift, carry, drag, or push an average body weight of 100 to 200 lbs. or more, both alone and with help.
- Must be able to climb ladders or stairs, or climb up to and down from higher levels using unconventional methods.
- Must be able to work in hazardous or dangerous work area situations.
- Must have fine and gross motor skills; hand dexterity; full use of fingers, hands, and arms; and good grip strength to perform investigative duties.
- Must be capable of working under stressful conditions.
- Must have good cognitive skills and awareness of work accuracy.
- Must have the ability to concentrate on more than one task at a time, and to make independent decisions.

Other Requirements:

- Must dress appropriately and professionally, and be prepared for all types of weather.
- Must sign confidentiality statement
- Must pass criminal and drivers' license background check.
- Must maintain POST certification requirements for employment.
- Independently conduct a medicolegal death investigation after completing the six-month probationary period.
- Must be able to provide the Coroner's office with a flexible work commitment.