

Whitman County Human Resources
400 N. Main Street • Colfax, WA 99111
(509) 397-5242 • FAX (509) 397-6355 • www.whitmancounty.org



JOB ANNOUNCEMENT

POSITION: Deputy Coroner-Trainee

DEPARTMENT: Coroner's Office

STARTING SALARY: \$17.00 per hour; \$0.90 per hour on-call

UNION STATUS: Non-Represented, Part-Time Position

TO APPLY: Whitman County Human Resources
400 N. Main Street
Colfax, WA 99111
(509) 397-6205

LOCATION: Colfax

CLOSING DATE: Open until Filled

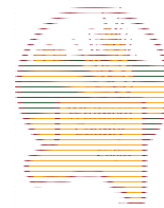
SELECTION PROCESS: Applicants must submit a signed Whitman County general application form and current résumé. The application will be reviewed and evaluated to determine applicants invited for an interview.

TO QUALIFY: See attached illustrative example of duties and requirements.

In compliance with the Immigration Reform and Control Act of 1986, Whitman County will hire only United States citizens and aliens authorized to work in the United States. Documented evidence of identity and employment eligibility must be presented at time of hire.

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EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
AMERICANS WITH DISABILITIES ACT
Persons requiring accommodation should advise us of that need

**WHITMAN COUNTY
POSITION DESCRIPTION**



Effective Date: December 4, 2017
Position Title: Deputy Coroner-Trainee
Job Family & Classification #: 193
Department Title: Coroner's Office
Department Code: 220
Pay Grade: Deputy Coroner – Trainee
FLSA Status: Non-Exempt
Union Status: Non-represented
Reports to: Coroner

BASIC PURPOSE

Under the direction and supervision of the Coroner and Chief Deputy Coroner, in a training capacity, assist the on-scene coroner with a variety of complex and technical duties and tasks pertaining to a Coroner's investigation and post mortem evaluation of cause and manner of death.

NATURE OF WORK

Under direction of the Coroner and Chief Deputy Coroner, this is specialized death investigation work training position requires considerable attention to detail and the application of judgment within policy and procedural guidelines. Able to review, maintain and prepare all types of reports and case management records for the Coroner's office. Work normally requires availability and on-call 24 hours a day to work non-standard hours (weekends and holidays included). Work involves exposure to hazardous and/or toxic chemicals and spills, and risk of exposure to infectious or contagious diseases. Work is performed in inclement weather and under extreme adverse conditions. Work may involve exposure to emotional, hysterical or even violent people. Work involves frequent walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, reaching, grasping and carrying. Work includes kneeling, crawling, stooping, crouching, standing, sitting, climbing, as required. May be required to push, pull, lift and/or carry significant weight, with assistance as needed. Vision abilities include close and distant vision, peripheral and color vision, depth perception, ability to adjust focus, and the ability to see in all levels of light. Work is performed on scene at any location within Whitman County where a death has occurred, at the funeral home, and in the office.

SUPERVISION EXERCISED AND RECEIVED

Supervision is not a responsibility of positions in this class. General supervision is provided by the Coroner or Chief Deputy Coroner.

ESSENTIAL FUNCTIONS

In a training capacity, assist the on-scene coroner with completion death investigations and follow-up to determine cause and manner of death; provide emotional and psychological support to individuals and families; communicate with the public, other investigative agencies, post mortem service providers using speaking and listening skills; obtain and review medical records; prepare written reports and accurate documentation; maintain complete case files; assist at autopsies; notify next of kin. Travel within the county; operate automobiles; attend Coroner's office meetings and trainings.

NON-TECHNICAL ESSENTIAL FUNCTIONS

Able to establish positive working relationships with co-workers, other county employees, other investigative agencies, post mortem service providers, and the public; follow stated oral and written directions; ability to maintain confidentiality; work independently; flexibility; cooperative; good communication skills both written and verbal; meet and deal with the public in a pleasant and courteous manner.

TYPICAL EXAMPLES OF DUTIES

Duties listed are illustrative and not intended as an exhaustive listing. The classification specification reflects the general concept and intent that may be inherent in the position. Assist the on-scene coroner with/and:

- Respond to various types of death including but not limited to homicides, suicides, traffic fatalities, industrial accidents, natural, infant and child deaths.
- Conduct an investigation at the scene of a death and perform post mortem examination of the deceased to determine cause and manner of death within the Coroner's office jurisdiction.
- Interview witnesses, family, friends, and medical and law enforcement personnel.
- Coordinate transport of human bodies and / or remains to the appropriate facility.
- Gather and transport any evidence to the appropriate facility.
- Obtain biological samples from the deceased for testing.
- Secure, label and send biological samples to the toxicologist.
- Take video and photographs at the scene and funeral home.
- When required, assist or collect and preserve physical and biological evidence in criminal and civil cases as well as infectious diseases.
- Collect and secure prescription medications and drugs for analysis and/or disposal.
- Obtain and review medical records.
- Locate and notify the next of kin when possible, or contact authorities in other states or counties for assistance if necessary.
- Collect, document, recover, and dispose of personal property in accordance to Washington State law and the Whitman County Coroner's office policy.
- With approval of the Coroner or Chief Deputy Coroner, release remains to the funeral home.
- Prepare and complete comprehensive case reports and files pertaining to the location, investigation and other information to support and establish the cause and manner of death.
- Consult with law enforcement and other agencies regarding cases under the jurisdiction of the Coroner's office.
- Testify in court when required.
- Assist during autopsies as directed by the Coroner.
- Perform related duties as directed by the Coroner.
- Assist with the efficient operation of the Coroner's office.
- Attend Coroner's office meetings and trainings.

SELECTION CRITERIA**Knowledge, Skills, Abilities**

- Knowledge of the duties and responsibilities of the Coroner's office.
- Ability to learn and perform the duties of the deputy coroner to the highest of professional and ethical standards for death investigation techniques, principles, and rules of evidence.
- Proven ability to provide psychological support to individuals and families.
- Ability to learn and quickly respond to the addresses in Whitman County.

- Ability to meet and deal with the public in a pleasant and courteous manner, and at all times in stress situations.
- Ability to use modern office technology, including proficiency with computers, as well as the ability to learn programs specific to the department and/or County quickly.
- Ability and willingness to work in sometimes hazardous conditions as required by the position.
- Flexibility
- Ability to meet essential functions and non-technical essential functions.

EXPERIENCE, EDUCATION, AND TRAINING

Prior training combined with experience in a mortuary science, medical, legal, or law enforcement discipline or related field (Natural Science) that would demonstrate the level of knowledge and ability required.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS

- High school diploma or equivalent.
- Knowledge of computer, photographic and office equipment operation.
- Knowledge of investigation techniques and medical terminology.
- Knowledge of basic anatomy and physiology.
- Possession of a valid driver's license and a vehicle in good working order.
- Ability to pass a background check.

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