

Piatt County Coroner's Office

Chief Deputy Coroner- Job Description

Job Summary:

Assists the coroner in the planning and direction of the department operations which includes the investigation of deaths within the geographic boundaries of Piatt County. This position will be responsible for covering call at least 2 shifts per month and will provide administrative coverage while the coroner is out of town or otherwise not available.

Provides administrative coverage in areas such as budget planning, administration and hiring of personnel and assists the coroner in developing and administering standards, policies and procedures.

The Physical Demands of the position while performing the duties of the job consist of frequent standing, sitting, walking, talking and hearing. You may have to occasionally reach with your hands/arms, stoop, kneel, crouch or crawl. You may occasionally have to lift upwards of 300 pounds.

The Work environment while performing job duties frequently exposed to hot/cold, dry/wet environments and scenes. You may also be exposed to toxic chemicals, caustic chemicals, bio-hazard material, moving equipment, and other precarious places.

The chief deputy shall be a conservator of peace within Piatt County and provide support for families, law enforcement, funeral homes, tissue and organ banks, insurance and attorney requests and other inquiries as received by the office. and, in the performance of his duties as such, shall have the same powers as the sheriff.

The chief deputy shall remain free from any conflicts of interest pertaining to fire, law enforcement, or medical facilities within Piatt County. And in the same must abide by all confidentiality standards as well as HIPAA Standards.

Supervises:

Directs deputy coroners to maintain the standards of the office and handles personnel issues and then reports finding to the coroner for final determination of resolution. Interviews and trains new hires, directing work and appraising performance, rewarding and discipline and addressing complaints. Conducts yearly performance reviews of deputy coroners.

Inter-Relationships: Works closely with:

1. Coroner/ Deputy Coroners
2. Area Law Enforcement during aspects of death investigations
3. State's Attorney during certain death investigations
4. Area Fire and EMS Agencies during aspects of death investigations
5. Area Funeral Homes
6. Family Members of the decedent during notification and follow-up contacts
7. Hospice and Home Health care personnel
8. Out of County Coroners in coordination of death investigations and death notifications

9. tissue, organ and anatomical gift programs
10. Illinois Department of Public Health and the IDPH IVRS Database for creation of death certificates/cremation permits

Essential Functions: Honesty, Integrity, Accuracy, Efficiency, Care, Concern, and Compassion in all areas of duties and responsibilities

Duties and Responsibilities: *(Listed in Random Order, not in order of Priority)*

1. Respond to death scenes, take charge of the body, and make preliminary investigation into circumstances of death and be willing to work in any environmental condition, as well as be physically fit to stand or sit for long periods of time
2. Attempt to ascertain the cause of death, either by autopsy or by obtaining statements and information from family or witnesses
3. Take charge of valuable property, money, papers, and deliver to next of kin after property has been cataloged/inventoried
4. Complete all paperwork and mandated by law or Coroner's office policy
5. Be a conservator of peace in Piatt County
6. Perform any duties of the coroner in the name of the coroner, during absence
7. Make positive identification of the body by whatever means is possible
8. Report all suspected SIDS deaths to the Statewide Program within 72 hours
9. Issue permits to cremate to funeral directors as requested
10. Issue death certificates using IVRS database system from IDPH
11. Respond to telephone requests from families, medical personnel, funeral homes, hospice/home health, news media, county officials, law enforcement, attorneys, insurance agents, and the public as needed
12. Work closely with the coroner in making the Piatt County Coroner's Office a Professional office within the county, maintain good public relations both on and off duty
13. Collect medications and catalog all medications using appropriate form follow standard in policy manual for storage
14. Good computer skills using multiple databases and software programs
15. Abide by the Policies of the Office and have a good working knowledge of the policies
16. Report Child/Elder abuse as required by law to the appropriate authority
17. Testify in court or at other legal proceedings, when subpoenaed to do so or at the request of the States Attorney
18. Participate in mandated or voluntary training classes, conferences, programs
19. Make death notification, in person, if possible, to next of kin
20. Complete all follow-ups with next of kin regarding cause of death, impending proceedings, and other requests
21. Participate in community programs, public relation programs, and public speaking engagements
22. Possess a valid Illinois Driver's License and have a legally insured, operable and dependable vehicle

23. Possess a thorough knowledge of Piatt County, locations of cities and villages and road coordinates either by map reading or GPS, 911 Maps will be provided to all deputies and will be updated every few years

Qualifications:

Education:

High School graduate, training in either the medical or law enforcement fields

Experience:

Experience with either law enforcement or EMS/FIRE
Experience with medical-legal death investigations
Experience with medical terminology and anatomy
Experience with computers and operating programs
Experience with the operation of office equipment
Should have a current Illinois License (MD, PA, EMT)

Personal:

Professional in all areas of duties and responsibilities
Business like appearance and demeanor
Good Communications
Supportive of Piatt County Government and the Coroner's office
Maintains all issued equipment in proper working order

Equipment Issued: All deputies must keep this equipment readily available, and must be turned into the coroner upon end of employment

Radio/Camera
Badge and Picture ID
Necessary Paperwork contained in tote and in file folders
Maps of Piatt County
Polo Shirt
Reflective Vest
Coat
Office Keys/Professional Office building Key
Gloves and other PPE
Deputies will also be issued necessary office supplies as needed

Required Equipment:

Boots, no tennis shoes or open-toed shoes
EMS pants or professional dress pants, no jeans
Stethoscope
Cell Phone
Flashlight

Pay: Pay is \$3,500 per year

Schedule: Varies, must have availability to cover day, night, weekend, holidays. Must also provide coverage while the Coroner is out of the area. The office must have coverage 24 hours a day/365 days a year.