

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2012-111**

BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee to approve the following revised job description within the Coroner's Office:

1. Chief Deputy Coroner

ADOPTED, by Hardin County Fiscal Court in its regular meeting on 24 July 2012



Harry L. Berry
Hardin County Judge/Executive

ATTEST:



Kenneth L. Tabb
Hardin County Clerk

*Exempt
Non-Hazardous*

Hardin County Fiscal Court Job Description

Chief Deputy Coroner

July 24, 2012

Coroner

Pay Grade 7

Job Summary

The purpose of the Chief Deputy Coroner position is to investigate the death of human beings who actually die in Hardin County. Investigation may involve other local agencies as well as state or federal agencies depending on circumstances. KRS chapter 72 allows the certified deputy coroner full powers and authority as the elected Coroner.

Major Essential Duties

- Perform a postmortem exam on death cases defined in KRS 72.025
- Determine the cause and the manner of death in all coroner cases
- Determine time of death and circumstances when able
- Complete death certificates after reviewing all data
- Complete provisional certificates, autopsy authorizations, and any other forms
- Cooperate with law enforcement and any other agencies in the investigation
- Be prepared to document findings at the death scene
- Coordinate release of decedent to medical examiner and/or funeral home
- Notify next of kin of the death
- Assist Coroner in administrative and/or professional responsibilities

Minor Essential Duties

- Maintain required in service yearly training to remain certified
- Enter public or private premises for investigation as allowed by KRS 72.415
- Require the production of medical records or other documents for evidence
- Be ready to testify in court or for a deposition when subpoenaed
- Assist other counties or the commonwealth during times of need
- Abide by all parts of KRS Chapter 72, known as the Coroner Law
- Assist the deputy coroners when needed

Supervisory Responsibility

The Chief Deputy Coroner or his designate shall act in the absence of the Coroner in administering the above duties.

Relationships

The chief deputy coroner is appointed by the elected coroner, but can work independently of the coroner on his or her respective investigative case. If conflicts or questions arise, the chief deputy may confer with the coroner or other deputies.

Qualifications

Education and/or Experience

- High School Diploma or a GED
- Once appointed as deputy, complete 40 hour mandatory basic training course
- Yearly take 18 hours of in service classes to remain certified

Language Skills

- Ability to communicate effectively in English
- Read and write in English
- Ability to follow written and oral instructions
- Be able to interpret our manuals and instructions
- Be able to complete the necessary paperwork needed for the case
- Maintain communication skills with our staff, other agencies, and families

Mathematical Skills

- Basic math skills: add, subtract, divide in all units of measure
- Knowledge of decimals, percentages, and ability to read toxicology numbers

Reasoning Ability

- Ability to collect data, establish facts, and draw conclusions
- Ability to solve practical problems
- Ability to analyze, interpret, and make sound decisions
- Know when to seek consult with others on difficult situations

Certificates, Licenses, Registrations

- Must stay certified each year with KY Criminal Justice Dept.
- Maintain valid KY Driver's License
- Participate in any training/classes required by Fiscal Court

Other Knowledge and/or Skills

- Resident of Kentucky at least 2 years
- Resident of Hardin County at least 1 year
- At least 24 years of age
- Prior experience as EMT or Law Enforcement Officer or Coroner/Deputy
- Ability to use computers, copiers, and other typical office equipment
- Exercise judgment and courtesy when dealing with others

- Drug free for employment
- Ability to drive vehicle and appropriate supplies to scene
- Be sworn in by Judge and execute a bond with sureties per KRS 72.010
- Abide by OSHA standards in dealing with biohazards
- Be familiar with the Personnel Handbook for Hardin County employees

Physical Demands

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing job duties, the employee could reasonably be expected to:

- | <u>Regularly</u>
<u>(over 2/3 of regular work day)</u> | <u>Occasionally</u>
<u>(under 1/3 of regular work day)</u> |
|--|--|
| <ul style="list-style-type: none"> • Stand or walk • Talk or hear • Use hands to type, handle paper, etc • Lift and/or move up to 70 pounds | <ul style="list-style-type: none"> • Sit • Reach with hands and arms • Drive a vehicle • Climb, crawl or maneuver in confined spaces |
| <ul style="list-style-type: none"> • Vision requirements include close, distance, color and peripheral vision, depth perception and the ability to adjust focus. • Possesses the ability to work in inclement weather and working conditions (extreme hot/cold) • Maintain the physical ability to perform essential job functions • Scene investigation requires walking, bending, and lifting (sometimes in excess of 500 lbs with others assisting) • Time at a scene varies with the case (anywhere from 10 % of your case time to over 60 % or more of your case time) • Paperwork and consultation time in person or on phone can be performed sitting or standing | |

Work Environment

- Be aware of hazardous scenes when performing coroner duties - see list below
- Performance of duties 24/7, during disasters, bad weather, day or night, indoor or outside
- Attend autopsies when needed in biohazardous medical examiner morgue

Hazards

- Recovery of body parts in different stages of mutilation and decomposition
- Drawing body fluids from diseased and infected bodies
- Avoiding needle sticks, maintaining proper PPE
- Walking in remote areas to reach deceased, rocky ledges and cliffs
- Entry into mangled vehicles with sharp metal or broken glass
- Water hazards in drowning deaths
- Noxious gases and collapsed buildings in fire deaths
- Explosive hazards around construction sites
- Possible attacks from vicious animals
- Possible gun discharges in firearms deaths
- Electrocutation hazards
- Dangerous driving conditions
- Physical attacks from irate family members
- Chemical hazards in work places
- Removing contaminated clothing
- Using power equipment in clearing a path or debris
- Being careful during exhumation of bodies

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the county's best interests
- Must adhere to the applicable provisions of the Department Rules and Regulations, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must be 24 years or older
- Abide by all regulations and requirements
- Assist all other agencies as needed - local, state, and federal
- Complete all paperwork in timely manner
- Be compassionate when dealing with families
- Work cooperatively with the deputy coroners

Date Approved: 7-24-12



Harry L. Berry
Hardin County Judge/Executive