

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2013-121**

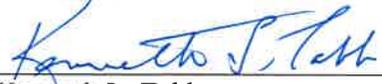
BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee to approve the following job description within the Hardin County Coroner's Office:

1. Deputy Coroner/Administrative Support

ADOPTED, by Hardin County Fiscal Court in its regular meeting on 23 July 2013


Harry L. Berry
Hardin County Judge/Executive

ATTEST:


Kenneth L. Tabb
Hardin County Clerk

Hardin County Fiscal Court Job Description

Deputy Coroner/Administrative Support

July 23, 2013

Pay Grade 7

Job Summary

The Deputy Coroner/Administrative Support position is a full time position. Primary duty is to investigate the death of human beings who actually die in Hardin County as required by KRS Chapter 72; also this position will be responsible for providing administrative support for the Hardin County Coroner's Office. This position requires independent judgment and discretion. Duties require a thorough knowledge of the various operations of the Coroner's Office.

Major Essential Duties

- Assists Coroner and Deputy Coroners in the investigation of death cases, including the retrieval of medical records, internet research, interviews, and documentation
- Organizes and maintains office files and records. Retrieves information files, documents, and records as needed
- Ability to effectively use word processing, spreadsheets, databases, e-mail, Internet, and other computer programs
- Abides by all parts of KRS Chapter 72, known as the Coroner Law
- Coordinates release of decedent to medical examiner and/or funeral home
- Completes provisional certificates, autopsy authorizations, death certificates, and any other written communications.
- Authorizes and sign cremation certificates
- Composes correspondence and reports, proofread and edit correspondence, reports, or other written communications.
- Gathers information and materials for reports or other special projects and assignments
- Performs a postmortem exam on death cases defined in KRS 72.025
- Determines the cause and the manner of death in all coroner cases
- Determines time of death and circumstances when able
- Cooperates with law enforcement and any other agencies in the investigation
- Documents findings at the death scene
- Maintain entries into the national database NAMUS.com and coordinate with Kentucky State Medical Examiner's Office for continual editing.
- Notifies next of kin of the death
- Performs sensitive and confidential administrative duties for the Hardin County Coroner and Deputy Coroners
- Handles the finances for the Hardin County Coroner's Office including budgeting, signing and coding of bills

- Ability to preside in the absence of the coroner at quarterly Facility Review Team and other meetings requiring the coroner
- Monitors and maintain inventory of supplies and equipment to ensures availability of adequate materials to conduct work activities
- Prepares and maintain confidential department and personnel files
- Informs Hardin County Coroner of significant items requiring review or action
- Abides by OSHA standards in dealing with biohazards

Minor Essential Duties

- Maintains required in-service yearly training records
- Enters public or private premises for investigation as allowed by KRS 72.415
- Requires the production of medical records or other documents for evidence
- Testifies in court or for a deposition when subpoenaed
- Assists other counties or the commonwealth during times of need
- Assists the coroner in administrative or professional responsibilities
- Performs public speaking engagements and serve on various internal/external committees
- Represents the Coroner' Office at County functions, Hardin County Fiscal Court Meetings, other special interest or community groups as directed.
- Demonstrates continuous efforts to improve operations and streamline work process
- Performs other duties as assigned by the Hardin County Coroner

Supervisory Responsibility

None

Relationships

The deputy coroner works under the direction of the elected coroner, but can work independently of the coroner on his or her respective investigative case. If conflicts or questions arise, the deputy may confer with the coroner or other deputies for a solution.

Qualifications

Education and/or Experience

- High School Diploma or equivalent
- Associate Degree or higher strongly preferred
- Previous experience with Emergency Medical Service, law enforcement, coroner/medical examiner office is preferred
- Demonstrating a record of progressive responsible advancement is considered a plus

Language Skills

- Ability to communicate effectively in English
- Ability to read and write in English
- Ability to follow written and oral instructions
- Ability 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

- Posses presentation skills, including giving reports at televised Fiscal Court Meetings

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
- Knowledge of when to seek consultation with others on difficult situations

Certificates, Licenses, Registrations

- Maintain valid KY Driver's License
- Participate in any training/classes required/requested by Fiscal Court
- Once appointed as deputy, must successfully complete 40 hour mandatory training course to obtain Deputy Coroner certification
- Maintain Membership and/or Certificated in death investigation courses when required
- Maintain certification with KY Criminal Justice Dept, (yearly attend 18 hours of in-service classes)

Other Knowledge and/or Skills

- Exercise judgment and courtesy when dealing with others
- Ability to operate personal computers, general office equipment, and other equipment as necessary to complete essential departmental functions
- Drug free for employment
- Be sworn in by Judge and execute a bond with sureties per KRS 72.010
- Ability to drive a vehicle and appropriate supplies to the scene
- Be familiar with the Personnel Handbook for Hardin County employees
- Pass a criminal background check

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:

Regularly
(over 2/3 of regular
work day)

Occasionally
(under 1/3 of regular
work day)

- Stand or walk
- Talk or hear
- Use hands to type, handle paper, etc
- Lift and/or move up to 70 pounds
- Sit
- Reach with hands and arms
- Drive a vehicle
- Climb, crawl or maneuver in confined spaces
- Move up to 500 pounds (with assistance)
- 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 .
- 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 on rocky ledges and cliffs to reach deceased
- 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
- Electrocution 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

- Possible exhumation of bodies

Comments

- Must display the following:

Positive communication

- Objectivity
- Willingness to solve problems
- Commitment to serve the county's best interest
- 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
- Must abide by all regulations and requirements
- Must assist all other agencies as needed- local, state, and federal
- Must complete all paperwork in a timely manner
- Must be compassionate when dealing with families

Date Approved:

July 23, 2013


Harry L. Berry
Hardin County Judge/Executive