

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2016-071**

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

1. Deputy Coroner/Administrative Support

ADOPTED, by Hardin County Fiscal Court in its regular meeting on 24 May, 2016.


Harry L. Berry
Hardin County Judge/Executive

ATTEST:


Debbie Donnelly
Hardin County Clerk

Hardin County Fiscal Court Job Description

Deputy Coroner/Administrative Support

June 12, 2016

Pay Grade-9

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

- Assist Coroner and Deputy Coroners in the investigation of death cases, including the retrieval of medical records, internet research, interviews, and documentation.
- Operate personal computers, general office equipment, and other equipment as necessary to complete essential departmental functions
- Must have knowledge in the use of word processing, spreadsheets, databases, e-mail, Internet, and other computer programs.
- Coordinate release of decedent to medical examiner and/or funeral home
- Complete provisional certificates, autopsy authorizations, death certificates, and any other written communications.
- Authorize and sign cremation certificates
- Compose correspondence and reports, proofread and edit correspondence, reports, or other written communications.
- Gather information and materials for reports or other special projects and assignments
- 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
- Act as liaison with the Kentucky State Medical Examiner Office through coronerme.com
- Maintain Court Net validation and approval through Administrative Office of the Court (AOC)
- Maintain web application as security portal for electronic death registration for Kentucky Enterprise User Provisionary System (KEUPS)
- Assist where possible with the Kentucky State Disaster Team as a coroner investigator
- 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
- Performs sensitive and confidential administrative duties for the Hardin County Coroner and Deputy Coroners
- Prepare mandatory Kasper drug reporting
- Handle the finances for the Hardin County Coroner's Office including budgeting, signing and coding of bills.
- Organize and maintain office files and records. Retrieve information files, documents, records as needed
- Monitor and maintain inventory of supplies and equipment to ensure availability of adequate materials to conduct work activities
- Prepare and maintain confidential department and personnel files
- Keep Hardin County Coroner informed of significant items requiring review or action.
- 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

Minor Essential Duties

- Maintain required in-service yearly training records
- 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 coroner in administrative or professional responsibilities
- Perform public speaking engagements and serve on various internal/external committees
- Represent the Coroner's Office at County functions, Hardin County Fiscal Court Meetings, other special interest or community groups as directed.
- Demonstrate continuous efforts to improve operations and streamline work process
- Perform other duties as assigned by the Hardin County Coroner

Supervisory Responsibility

None

Relationships

The deputy coroner is appointed and 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 a GED
- Previous experience with Emergency Medical Service, law enforcement, coroner/medical examiner office is preferred
- Five (5) years of progressively responsible professional and or Administrative experience a plus
- Once appointed as deputy, must successfully complete 40 hour mandatory training course to obtain Deputy Coroner certification
- Maintain certification with KY Criminal Justice Dept, (yearly attend 18 hours of in-service classes)

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
- 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
- Know when to seek consult with others on difficult situations

Certificates, Licenses, Registrations

- Maintain valid KY Driver's License
- Participate in any training/classes required/requested by Fiscal Court
- Pass "Kasper" background check for mandatory drug reporting
- Maintain Law Enforcement Certification
- Maintain Notary Public Certificate
- Register with NamUs.gov through Regional System Administrator or Criminal Justice contact and be responsible for continual editing of database

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, per KRS Chapter 72
- 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
- Pass a 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)

- Sit, talk or hear
- Use hands to type, handle paper, etc
- Lift and/or move up to 70 pounds

Occasionally

(under 1/3 of regular work day)

- stand or walk Reach with hands and arms
- Drive a vehicle
- Climb, crawl or maneuver in confined spaces
- Lift and/or 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 - 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 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

Date Approved:

May 24, 2016

Harry L. Berry
Hardin County Judge/Executive