

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2021-127**

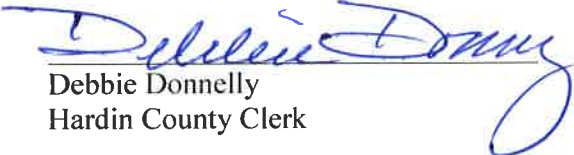
BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resource and Community Support Committee, to approve revisions to the following job descriptions within the Coroner's Office:

1. Deputy Coroner- Administrative Support
2. Deputy Coroner

APPROVED, by the Hardin County Fiscal Court in its regular meeting on 27 July 2021.


Harry L. Berry
Hardin County Judge/Executive

ATTEST:


Debbie Donnelly
Hardin County Clerk

Hardin County Government

Job Description

Non-Hazardous

Deputy Coroner/Administrative Support

Pay Grade 16

STATUS	
Date: July 27, 2021	Department: Coroner's Office
FLSA Status: Exempt	Reporting Authority: Coroner
Supervisory Responsibility: None	

Job Summary

Full time position with the primary duty to investigate the death of human beings who 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 in the investigation of death cases, including the retrieval of medical records, internet research, interviews, and documentation
- Operates 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
- Authorizes and signs cremation certificates
- Compose 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
- Acts as liaison with the Kentucky State Medical Examiner Office
- Maintains web application as security portal for electronic death registration for Kentucky Enterprise User Provisionary System (KEUPS)
- Assists where possible with the Kentucky State Disaster Team as a coroner investigator

- Cooperate with law enforcement and any other agencies in the investigation
- Document findings at the death scene
- Notifies next of kin of the death
- Performs sensitive and confidential administrative duties
- Prepare mandatory KASPER drug reporting
- Handles the finances for the Hardin County Coroner's Office including budgeting, signing and coding of bills
- Payroll designee for the Coroner's Office to include: comparing daily time records with time clock entries for accuracy, maintaining vacation/sick time records and preparing bi-weekly payroll information for submission to the Finance Department
- Organizes and maintains office files and records. Retrieve information files, documents, records as needed
- Prepare and maintain confidential department and personnel files
- Informs Hardin County Coroner of significant items requiring review or action
- Updates Kentucky Injury Prevention and Research Center regarding Drug Related deaths (DOFSS Update)
- Electronically retrieve all Hardin County autopsy reports and distribute to law enforcement departments and investigators
- Electronically retrieve toxicology reports each week and discuss with chemists, pathologists, and investigators as needed
- Updates Coroner/M.E. software for State Medical Examiner's office
- Assists recording and updating stillborn database in this region with appropriate agencies
- Prepares grant proposals
- Categorize and package DNA samples of unknown remains and send to appropriate agencies
- Works with Hardin County Epidemiologist on death demographics
- Prepare PowerPoint presentations to be given to local clubs, schools, civic classes, and citizens academy groups

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
- 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

Qualifications

Education and/or Experience

- Must be a graduate of an accredited high school or equivalent
- Experience with Emergency Medical Service, law enforcement, Coroner/Medical Examiner office is desired, but not required.
- Five (5) years' of progressively responsible professional/administrative experience

Language Skills

- Ability to read, analyze, and interpret policies, procedures, professional publications, and governmental regulations
- Ability to write reports, business correspondence, and policy and procedure manuals
- Ability to make presentations on related topics to member of the management team, other team members, and public groups
- Possess strong oral, written, and listening skills

Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure
- Ability to compute ratio and percent, and to draw and interpret graphs as well as read toxicology numbers

Reasoning Ability

- Solves practical problems while dealing with several abstract and concrete variables
- Interprets an extensive variety of complex technical and instructional information
- Makes decisions which serve the best interest of the County and impact the areas over which authority is exerted

Certificates, Licenses, Registrations

- Maintain valid Kentucky Driver's License
- Participate in any training/classes required/requested by Fiscal Court
- Pass "Kasper" background check for mandatory drug reporting
- Maintain Notary Public Certificate
- Once appointed as Deputy, must successfully complete the 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)
- Be sworn in by Judge and execute a bond with sureties per KRS 72.010
- Once appointed, must meet required standards and obtain American Board of MedicoLegal Death Investigations certificate.

Other Knowledge and/or Skills

- Exercise mature judgment, courtesy and tact in dealing with the public
- Skilled in effective use of computers and standard office machines and possess ability to use the computer for records management, and correspondence preparation

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)

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

Occasionally (under 1/3)

Stand or walk
Reach with hands and arms
Drive a vehicle
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

Work Environment

The work environments described in the preceding paragraphs represents those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level is usually moderate.

Considerable health and physical strength requirements are necessary. Though safety and risk management measures are implemented wherever possible, there remain numerous unavoidable aspects of this position, which may place the employee at risk of personal harm or illness resulting from performance of his/her duties. Situations which may result in such personal harm or illness includes but are not limited to:

- Driving an emergency vehicle using lights and sirens;
- Exposure to hostile or combative patients
- Response to violent crime scenes
- Response to accidents involving hazardous chemical spills
- Exposure to communicable diseases
- Danger from moving traffic at highway/roadway accidents
- Response to hazardous environments
- Exposure to dirty needle sticks and medical waste; and
- Performance of certain high-risk procedures in the delivery of advanced life support.


- Temperature level will vary from extreme cold to extreme heat
- Moisture level will vary from extreme dry to rain, snow, and ice conditions and may require immersion in water
- Walking in remote areas on rocky ledges and cliffs to reach deceased

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, Regulations, Protocols and Standard Operating Guidelines, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, the Kentucky Administrative Regulations, and any other procedures, rules, regulations, and policies set forth by appropriate authorities.
- Resident of Kentucky at least 2 years
- Resident of Hardin County at least 1 year
- Must be at least 24 years or older, per KRS Chapter 72
- Must have personal integrity and remain free of felony convictions
- Must maintain confidentiality when required

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: July 27, 2021
Status Box Change:


Harry L. Berry
Hardin County Judge/Executive

Hardin County Government

Job Description

Non-Hazardous

Deputy Coroner

Pay Grade 12

STATUS	
Date: July 27, 2021	Department: Coroner
FLSA Status: Exempt	Reporting Authority: Coroner
Supervisory Responsibility: None	

Job Summary

Investigate the death of human beings who die in Hardin County. Investigation may involve other local agencies as well as state or federal agencies depending on circumstances. KRS chapter 72 allows this position 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
- Document findings at the death scene
- Coordinate release of decedent to medical examiner and/or funeral home
- Notify next of kin of the death

Minor Essential Duties

- Maintain required 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
- 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

Qualifications

Education and/or Experience

- Must be a graduate of an accredited high school or equivalent
- Prior experience as EMT or Law Enforcement Officer or Coroner/Deputy

Language Skills

- Ability to read, analyze, and interpret policies, procedures, professional publications, and governmental regulations
- Ability to write reports, business correspondence, and policy and procedure manuals
- Ability to make presentations on related topics to member of the management team, other team members, and public groups
- Possess strong oral, written, and listening skills

Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure
- Ability to compute ratio and percent, and to draw and interpret graphs as well as read toxicology numbers

Reasoning Ability

- Solves practical problems while dealing with several abstract and concrete variables
- Interprets an extensive variety of complex technical and instructional information
- Makes decisions which serve the best interest of the County and impact the areas over which authority is exerted

Certificates, Licenses, Registrations

- Must stay certified each year with KY Criminal Justice Department
- Maintain valid Kentucky Driver's License
- Participate in any training/classes required by Fiscal Court
- Once appointed as Deputy, must successfully complete the 40-hour mandatory training course
- Be sworn in by Judge and execute a bond with sureties per KRS 72.010

Other Knowledge and/or Skills

- Exercise mature judgment, courtesy and tact in dealing with the public
- Skilled in effective use of computers and standard office machines and possess ability to use the computer for records management, and correspondence preparation

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)

Stand or walk
Talk or hear
Use hands to type, handle paper, etc.
Lift and/or move up to 70 pounds

Occasionally (under 1/3)

Sit
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

Work Environment

The work environments described in the preceding paragraphs represents those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level is usually moderate.

Considerable health and physical strength requirements are necessary. Though safety and risk management measures are implemented wherever possible, there remain numerous unavoidable aspects of this position, which may place the employee at risk of personal harm or illness resulting from performance of his/her duties. Situations which may result in such personal harm or illness includes but are not limited to:

- Driving an emergency vehicle using lights and sirens;
- Exposure to hostile or combative patients
- Response to violent crime scenes
- Response to accidents involving hazardous chemical spills
- Exposure to communicable diseases
- Danger from moving traffic at highway/roadway accidents
- Response to hazardous environments
- Exposure to dirty needle sticks and medical waste; and
- Temperature level will vary from extreme cold to extreme heat
- Moisture level will vary from extreme dry to rain, snow, and ice conditions and may require immersion in water
- Walking in remote areas on rocky ledges and cliffs to reach deceased

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
- Complete all paperwork in timely manner
- Be compassionate when dealing with families
- Resident of Kentucky at least 2 years
- Resident of Hardin County at least 1 year

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: July 27, 2021
Status Box Change:



Harry L. Berry
Hardin County Judge/Executive