

# Hardin County Government

## Job Description

*Non-Hazardous*

**Deputy Coroner**

**Pay Grade 12**

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

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### **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