

Deputy Coroner

Jefferson County Commission

Job Information

Job Title	Deputy Coroner
Job Grade	24
Category	Professional/ Managerial listings
Term of Employment	
Jurisdiction / Salary Ranges	Jefferson County http://www.pbjcal.org/employment/schedules.aspx
Job Open Date	06/19/2016
Job Close Date	07/01/2016
Purpose of Recruitment	<p>To create a hiring register to fill position vacancies within the Merit System of Jefferson County.</p> <p>The following Minimum Qualifications are required for this job. You must demonstrate possession of these qualifications by providing a detailed description of your related experience in the work history section of your application. Please note that replicating or restating these minimum qualifications or the information from the Personnel Board's job description as your own work experience will result in your disqualification. Please describe your work experience in your own words to represent the work you have performed that is related to the minimum qualifications for this job.</p>
Necessary Qualifications	<p>1A. Completion of practical workshop/coursework in the determining the identity and residence of a person OR 1B. Experience seeking information for determining the identity and residence of the deceased or next of kin.</p> <p>AND ALL OF THE FOLLOWING:</p> <ol style="list-style-type: none">2. Experience evaluating the death scene, to determine the boundaries of the scene, in order to know the scope of the investigation.3. Experience interviewing witnesses to gather information about the victim, to gain an understanding of the cause, manner, and circumstances of death.4. Experience searching, collecting and evaluating evidence in order to

determine the cause, manner, and circumstances of death.

5. Experience ensuring evidence is properly handled and maintained at the scene of a death investigation (e.g., evidence is bagged, sealed, and labeled) in order to preserve the integrity of the evidence.

6. Experience ensuring evidence is properly cataloged and ensuring the maintenance and movement of evidence is documented to preserve the chain-of-custody.

7. Experience taking into account the mechanical components, safety equipment, and environment (e.g., wet roads, curves, ice, fog, visibility, etc.) to determine if they contributed to the death associated with motor vehicle accidents.

8. Valid Driver's License.

Examples of Duties

- Oversees and directs death scene investigations by answering any questions about policies or procedures, driving to the scene, delegating duties to others at the scene, ensuring scene is investigated according to departmental guidelines, collecting and documenting evidence, and approving body to be transported to the morgue.
- Receives calls from hospital, hospice, physicians, citizens, EMS, Police, etc. reporting that a death has occurred in order to gather information about the scene (e.g., location, description of scene and incident, etc.)
- Directs activities of personnel involved in scene investigations by delegating duties to appropriate staff in order to ensure investigations are conducted in accordance with departmental guidelines.
- Consults with evidence technicians, homicide detectives, responding officers and EMS on the scene to determine the preliminary or suspected cause of death.
- Interviews witnesses and suspects to gather information about what happened, how the death occurred, what weapons were involved, etc. in order gain an understanding of what happened.
- Determines the boundaries of death scene (how large the scene is) in order to know the scope of the investigation.
- Prepares the body for transport by placing the deceased's hands in paper bags to protect evidence such as DNA, hair, fibers, and any other evidence that may be under the deceased fingernails and/or on deceased hands.
- Authorizes the body to be removed from the scene once all evidence has been collected and catalogued and photos have been taken.
- Calls the Forensic Pathology Assistant to inform of a newly discovered skeletal scene which needs processing.
- Serves as a contact point for law enforcement agencies, relatives of deceased, and the media by gathering or releasing information regarding deaths, overseeing the release of property, and testifying in court.
- Receives calls from law enforcement personnel in order to exchange or gather information regarding an investigation or to determine if a death is within the jurisdiction of the Medical Examiner's office.

- Receives calls from local news media in order to release information about recent deaths.
- Determines what information can and cannot be released to various agencies.
- Informs the next of kin about the death and gives details of the death (where, how, etc.) if that information can be released.
- Documents the release of any property or bodies in order to maintain records of the release.
- Testifies in court regarding cause of death, and death scene investigations.
- Maintains records of investigations by writing reports, entering death statistics into a database, keeping detailed records regarding each case, and archiving old cases.
- Writes reports outlining the details of the investigation in order to document and maintain records of all deaths/investigations.
- Enters information regarding any deaths into a database in order to prepare statistical reports of the numbers and causes of deaths within Jefferson County.
- Keeps records of all personal property collected from death scenes in order to document the inventory.
- Ensures that outdated case files are archived in order to have permanent record of the cases by following the State retention schedule.

**Knowledge,
Skills, and
Abilities**

- Knowledge of accepted practices and procedures (e.g., evaluating the scene, documenting and evaluating the body, appropriate tools and equipment, etc.) for death scene investigations.
- Knowledge of techniques involved in determining cause of death.
- Skill at operating a motor vehicle.
- Skill in organizing information, materials, and/or documentation in a systematic and logical manner.
- Skill in conducting ones self in a calm and professional manner in stressful situations.
- Ability to pay close attention to detail in order to ensure the completeness and accuracy of work.
- Ability to work without close supervision or significant amounts of direction/guidance.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Ability to perform work in a manner that is dependable, responsible, and reliable.
- Ability to learn unfamiliar material/information quickly and accurately.
- Ability to use basic computer functions such as Microsoft Office products.
- Ability to maintain mental stamina and focus over long period of work and/or during times of high stress
- Ability to mentally store and retrieve work-related information for use at a later time.

- Ability to manage and allocate one's time in order to handle multiple tasks and/or meet pressing deadlines.
- Ability to orally communicate information and ideas so others will understand.
- Ability to assess the importance of, and consequences associated with, tasks in order to set priorities in light of competing demands.
- Ability to analyze a problem from different perspectives and generate potential solutions that are practical and effective.
- Ability to read and understand information and ideas presented in writing.
- Ability to maintain awareness of safety procedures and practices in a variety of novel and everyday work tasks/situations.
- Ability to work productively and effectively under conditions of high stress, such as tight deadlines, heavy workloads, or emergency situations.
- Ability to work collaboratively with a group or team in an effort to achieve a common goal.
- Ability to stand up for extended periods of time.
- Ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- Ability to lift objects weighing more than 50 pounds.
- Ability to communicate information and ideas in writing to a variety of audiences in a clear, concise, and organized manner, free from spelling, grammar, and punctuation errors.
- Ability to listen to and understand information and ideas presented through spoken words and sentences.

Examination Process

Candidates meeting the minimum qualifications may be invited to participate in the examination process. Details of the examination process will be communicated to qualified applicants at a later date.

Examination Results

Applicants will be notified of their results by mail and/or email. Applicants' final scores will determine their position on the hiring register, and the position (or rank) may be subject to change in the event that new names are added to the register due to subsequent administrations of the examination. Once established, the hiring register may be used to meet personnel staffing needs in any jurisdiction served by the Personnel Board of Jefferson County.

Special Accommodations

Persons requiring special conditions to accommodate a disability when completing the application should contact the Personnel Board at 205-279-3500 before the announcement closing date.

Qualified applicants who believe they will need reasonable accommodation in the examination process should complete and submit an Accommodation Request Form. You may obtain an Accommodation Request Form by contacting our ADA Ombudsperson at ADAO@pbjcal.org, or by accessing the “Request for Accommodation” form through the following website: <http://www.pbjcal.org/forms/AccommodationForm.pdf>.

Employee benefits differ among the municipalities, agencies, and jurisdictions that are part of the Merit System of Jefferson County and administer their own fringe benefits programs. You may ask about employee benefits at the time of interview. Following are representative benefits only:

Fringe Benefits

- Group medical insurance
- Paid holidays
- Paid vacation – regular employees accrue vacation leave at the following rates:
 - 0-12 years of service, 1 day per month
 - 12-25 years of service, 1.5 days per month
 - 25+ years of service, 2 days per month
- Paid sick leave – regular employees accumulate one day of sick leave for each full calendar month of employment
- Injury with pay leave
- Pension plan
- • Deferred compensation – this voluntary plan permits employees to defer up to 25% of gross income, up to a maximum of \$18,000 of earnings on a pre-tax basis
- Credit union – provides a variety of savings and investment accounts to its members

**Medical
Examinations**

A medical examination (which may include drug testing) may be required prior to appointment to a regular position.

Appointment

Vacancies that occur in Merit System municipalities, agencies, and jurisdictions are filled from eligible registers in accordance with the Enabling Act of the State of Alabama. When vacancies occur, lists of eligible candidates from the appropriate registers are sent to the requesting hiring authorities. The responsibility for all hiring decisions resides with the municipalities, agencies, or jurisdictions in which the vacancies exist.

**Character
Investigation**

Successful applicants may be subject to verification of credentials and qualifications and to background investigations, including, but not limited to, criminal histories.

**Probationary
Period**

New employees must satisfactorily complete a one (1) year probationary period before permanent status is attained.

Salaries

All salaries stated are based on present information and are subject to change. Actual salaries offered must be within the established range, and are commensurate with experience, available budget, and jurisdictional/Board policy considerations.

Equal Opportunity

**Equal
Opportunity**

The Personnel Board of Jefferson County (Personnel Board) provides a public personnel system based on merit principles. The Personnel Board strives for the constant improvement of the public service by employing and developing the best qualified persons available. The Personnel Board provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, sex, creed, religion, political beliefs, national origin, age, disability, veteran status, sexual orientation, gender identity or expression, or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Employment decisions are made by the Merit System municipality or governmental agency in which the position exists. Each Merit System municipality, agency, or jurisdiction administers its own equal employment opportunity programs in compliance with applicable state and/or federal laws and regulations.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. How did you learn of this job?

- Employee Referral
- Friend
- Newspaper
- Monster.com
- AL.com
- Latpro.com
- JobsQuest.org
- Other Internet Site

- Professional Newsletter/Publication
 - Radio
 - Television
 - Billboard
 - Job Line
 - Department/Municipal Bulletin Board
 - Email Notification
 - Postcard Notification
 - School (Instructor/Professor/Counselor)
 - Job Fair/Career Event
- 2. If you selected a non-specific source above, please specify the name of the source:

(Open Ended Question)

- 3. * Do you possess a valid driver's license?
 - Yes
 - No
- 4. * If you answer "Yes" please enter your driver's license number, expiration date, and the issuing state. If you answer "No" enter N/A

(Open Ended Question)

- 5. * Which option best describes your qualification?
 - Option A - Completion of practical workshop/coursework in the determining the identity and residence of a person
 - Option B - Experience seeking information for determining the identity and residence of the deceased or next of kin
 - Option A & B
 - None of the above
- 6. * Verification: You may submit any documentation (transcript, certification, license, etc) for verification in any of the following ways: (1) electronically attach a copy of your document to this application (2) email to terria.mcdonald@pbjcal.org (3) mail or hand deliver a copy to the Personnel Board of Jefferson County, 2121 Building, Suite 100, 2121 Rev. Abraham Woods, Jr., Blvd., Birmingham, AL, 35203. If your documentation is not received by the closing date of the announcement, you will be deemed "not qualified" for this job
 - I understand
- 7. * Do you have experience evaluating a death scene to establish the boundaries of the scene and determine the scope of an investigation?
 - Yes
 - No
- 8. * Do you have experience interviewing witnesses to gather information about a deceased victim, to determine the cause, manner and circumstances of death?
 - Yes
 - No

9. * Do you have experience searching, collecting and evaluating evidence to determine the circumstances of a death?
 - Yes
 - No
10. * Do you have experience ensuring evidence is properly handled and maintained at a death scene?
 - Yes
 - No
11. * Do you have experience ensuring evidence is properly cataloged and the maintenance and movement of evidence is documented to preserve the chain-of -custody?
 - Yes
 - No
12. * Do you have experience evaluating mechanical components, safety equipment and the environment to determine if they contributed to the death associated with motor vehicle accidents?
 - Yes
 - No
13. * If you indicated "Yes" to ANY of the experience qualifications, a DETAILED description of this experience MUST be included in the Work History section of your application. If this experience is not included in the work history section of your application, you will be deemed "NOT QUALIFIED" for this job. If you need to update the work history section of your application, you should click "Cancel Applying to the Request for Certification/Announcement." You may then log back in to the system and update your application. Please note that once you submit your application, you will NOT be able to change it.
 - I have read and understand this statement.
 - I agree

Documents

Required Documents

Optional Documents

1. Transcript
2. Certification