WELD COUNTY GOVERNMENT invites applications for the position of:

County Coroner

An Equal Opportunity Employer

**SALARY:** $90,082.12 /Year

**OPENING DATE:** 09/09/16

**CLOSING DATE:** 10/09/16 11:59 PM

**DESCRIPTION:** The Coroner will direct and coordinate activities of the Coroner's office; to investigate and determine the manner and the cause of death of the deceased who are under the legal jurisdiction of the Coroner. The Coroner has the primary responsibility for establishing the necessary policies, procedures, standards and controls for the Office. Position has ultimate responsibility for the Weld County Coroner staff. The Weld County Coroner is appointed by the Board of County Weld County Commissioners per the Weld County Home Rule Charter, and reports to the Director of General Services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned. (Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class.)

- Develop, plan and implement department goals, and objectives
- Establishes policies, procedures, standards and controls to provide for the overall orderly function of the office, ensure all deaths under coroner jurisdiction are adequately investigated and documented, provide for safety of staff, and the adequate functioning of the morgue.
- Plan for and oversee mass fatality events.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; provide technical assistance as necessary. Complete performance evaluations of subordinates.
- Direct, oversee and participate in the investigation of all deaths under coroner jurisdiction. Ability to independently investigate any death under coroner jurisdiction, notify next-of-kin, safeguard decedent property, move bodies under field conditions, and complete detailed reports.
- Ability to interpret and summarize medical records and a patient course of treatment into a report.
- Orders postmortem examinations and evaluates historical and investigative information to establish cause and time of death and whether death was due to a natural cause, accident, suicide, or
homicide, at the hands of another other than by accident or is undetermined.
• Maintain the county morgue
• Communicate effectively with department heads, physicians, EMS, law enforcement, mortuary directors and others verbally and in writing.
• Provides for development and training of subordinates and keeps records of training; facilitates continuation training for certified investigators.
• Prepares the annual budget, direct the forecast of additional funds needed for staffing, equipment, training, materials, and supplies. Monitor and approve expenditures, implement mid-year adjustments.
• Issue death certificates and testify in court.
• Consult and advice with the District Attorney in any suspected criminal death or officer involved death.
• Prepare and issue an annual statistical report.
• Maintain Coroner continuing education as required by the Colorado Coroners Standards and Training Board.
• Serve as the release of information officer for the Office, and coordinate with other County PIO's.

QUALIFICATIONS:

Preferred Education:
• Bachelor's degree in a related field.

Required Experience:
• Five years of experience in a managerial, supervisory, or administrative capacity.
• Five years of full-time investigation experience, and previous experience as Coroner or Chief Deputy Coroner.

Licenses and Certifications:
* Possession of, ability to obtain valid Colorado Driver's License.
* ABMDI and Colorado Coroner Association Certification (ability to be achieved within 1 year of hire).

Special Requirements:
• Must be able to respond to calls within 30 minutes.
• Must be available evenings, weekends, and when necessary to conduct urgent and emergency business.

Knowledge of:
• Colorado law pertaining to the investigation of deaths under coroner jurisdiction, the collection of evidence, and searches.
• Management and supervisory principles including options for human resources, fiscal resources, and material resources.
• Principles of budget preparation and administration
• Investigation techniques, interviewing and procedures.
• Health and safety hazards pertaining to the job of death investigation, autopsy, and the morgue.
• Health Insurance Portability and Accountability Act.
• Medical terms and phrases, medical tests, common diseases, and common medications.
• Sources used in obtaining applicable data.
• Coroner's archives record keeping practices.

Ability to:
• Plan, organize, direct and control the administration and operations of the Coroner's Office.
• Develop and implement department policies and procedures.
• Successfully manage a team of high performing staff.
• Gain cooperation through discussion and persuasion.
• Properly interpret and make decisions in accordance with appropriate laws, regulations, and policies.
• Successfully develop, control and administer departmental budget and expenditures.
• Work cooperatively and effectively with the Director of General Services, the Board of County Commissioners, other departments and officials and employees of other agencies.
• Analyze problems, identify alternative solution, project consequences of proposed actions and implement recommendations in support of goals.
• Interpret and apply County policies, procedures, rules and regulations.
• Effectively communicate both orally and in writing.
• Supervise, train and evaluate assigned personnel.
• Obtain information and evidence by observation, record examination, and interviews.
• Communicate effectively and testify in court trials, inquests, and legal proceedings.
• Write and effectively interpret comprehensive reports.
• Establish and maintain effective relationships with others.
• Interpret and comply with laws and regulations governing investigation.

OTHER NECESSARY REQUIREMENTS:

WORK ENVIRONMENT:
• Hazards: Conditions where there is danger to life, body, and/or health.
• Contact with deceased persons under a wide variety of circumstances.
• Exposed to infection from disease-bearing specimens.
• Exposed to risk of blood borne diseases.
• Exposed to unpleasant elements (accidents, injuries, and illness).
• Exposure to hazardous chemicals.
• Occasional pressure due to multiple calls and inquiries.
• Occasionally exposed to radiation hazards.
• Subject to long irregular hours.
• Subject to many interruptions.
• Subject to varying and unpredictable situations including grieving and potentially unstable individuals.

PHYSICAL AND MENTAL REQUIREMENTS:
• Must have appropriate voice skills to be clearly understood on telephone, radio, and in public contacts.
• Must have acceptable hearing to hear well on telephone, radio, and public contacts.
• Must be able to sit, stand, or walk for long periods of time. Must be able to walk up and down stairs.
• Must have fine and gross motor skills; hand dexterity; full use of fingers, hands, and arms.
• Must be capable of working under stressful situation.
• Must have good cognitive skills and awareness of work accuracy.
• Must have the ability to concentrate on more than one task at a time and to make independent decisions.
• Exert 51-100 lbs. of force occasionally, and/or 26-50 lbs. of force.
frequently, and/or 11-20 lbs. of force constantly to move objects. Physical demand requirements are in excess of those for medium work.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT: http://www.co.weld.co.us
ALTERNATIVE FORMAT MAY BE OBTAINED AT:
1150 O Street
Greeley, CO 80631
970-336-7220
humanresources@co.weld.co.us
(Inquiries only, no applications or resumes)

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County Coroner Supplemental Questionnaire

* 1. What is your highest level of education?
   - High School Diploma/GED
   - Some College
   - Associates Degree
   - Bachelors Degree
   - Higher Degree

* 2. What field of study is your degree in?

* 3. How many years of full-time investigation experience do you have?
   - I do not have experience
   - Less than 5 years
   - 5 or more years

* 4. If you do have experience, please detail where on your application this experience can be found.

* 5. Do you have previous experience as a Coroner or Chief Deputy Coroner?
   - Yes
   - No

* 6. If you do have experience, please detail where on your application this experience can be found.

* 7. How many years of experience do you have in a managerial, supervisory or administrative capacity?
   - I have no experience
   - Less than 5 years
   - 5 or more years

* 8. If you do have experience, please detail where on your application this experience can be found.
* 9. Are you in possession of or do you have the ability to obtain a valid Colorado Driver's License?
   - [ ] Yes
   - [ ] No

10. If you answered no to the above question, please explain.

* 11. Are you in possession of or do you have the ability to obtain within 1 year of hire ABMDI and Colorado Coroner Association Certification?
   - [ ] Yes
   - [ ] No

12. If you answered no to the above question, please explain.

* 13. Do you understand that as a special requirement this position requires that the successful candidate must be available evenings, weekends, and when necessary to conduct urgent and emergency business?
   - [ ] Yes
   - [ ] No

* Required Question