

Job Posting: Notice of Vacancy

It is the intention of the LaSalle County Coroner Department to fill one or more vacancies in the following job classification.

Job Classification: Chief Deputy Coroner
Location: LaSalle County

Department: LaSalle County Coroner Department
707 East Etna Room# 144
Ottawa, IL 61350

Regular Work Week: Monday through Friday

Hours of Work: Report to work 8:00 am to 4:30pm Monday – Friday. Rotating weekend and after hours on call required.

Wage: \$55,615-\$57,450

Position is: Non-Union

See *Job Description* for Duties, Minimum Qualifications and Physical Demands

Pre-employment requirements: Drug Screening, Background check to include fingerprint screening.

Interested persons should apply by completing the County application and returning it to:

LaSalle County Governmental Complex
Attn: HR Dept./Chief Deputy Coroner
707 East Etna Road
Ottawa, IL 61350

This Posting will expire on 10/12/2020 at 16:30.

LaSalle County

Job Description



Job title: Chief Deputy Coroner

Work Location: LC Governmental Complex

Division/Department: Coroner's Office

Reports to: LaSalle County Coroner

Employment Classifications:

- Full-time Part-time
 Exempt Nonexempt
 Salaried Hourly
 Bargaining Unit

Salary Range: \$55,615-57,450

Current Employee holding position is:

- **Essential Duties and Responsibilities:**
- **The Chief Deputy Coroner shall support the Constitution of the United States and the Constitution of the State of Illinois and shall faithfully discharge all of the legal and mandated duties of the office of Coroner. The Chief Deputy Coroner's responsibilities include, but are not limited to, directing administrative functions in the name of the Coroner during the Coroner's absence or incapacitation, going to the place where a dead body is, take charge of same including any valuable personal property, money or papers found upon or near the body, make a preliminary investigation and written reports into the circumstances of the death, and attempt to ascertain the cause of death, either by autopsy or otherwise. The Chief Deputy Coroner shall be a conservator of the peace and provide support to the Coroner including addressing the needs of family members, law enforcement personnel, funeral home personnel, tissue/organ donor banks, insurance and attorney's offices, and other citizen inquires.**
- Perform any and all the duties of the Coroner in the name of the Coroner, and the acts of such Chief Deputy shall be held to be acts of the Coroner
- **Field Work Responsibilities:**
 - Respond to death scenes, takes charge of same, and makes a preliminary investigation into the circumstances (manner) of the death. Assist in carrying dead bodies up/down stairs, steep levees and confined areas;
 - Attempt to ascertain the cause of death, either by autopsy or otherwise, including the taking of X-rays and the performance of other medical tests deemed appropriate. Collect specimens of human fluids and tissue from deceased bodies and may encounter specimens containing communicable disease.
 - Take charge of valuable personal property, money, or papers found upon or near the body and deliver same to those entitled to its care of possession
 - Make positive identification of the body by whatever professional means necessary
 - Complete Preliminary Investigation Reports and other forms and reports as mandated by law and/or directed by the Coroner
 - Make death notification, in person if possible, to direct next of kin and notify any other support individuals or services necessary or requested by the direct next of kin
 - Complete follow-up contact with direct next of kin and other family members concerning cause of death, impending proceedings, and other concerns
 - Act as Incident Commander and coordinate disaster response and planning as directed by Coroner
- **Community and Agency Relations:**
 - Be a conservator of the peace in LaSalle County and, in the performance of his duties as such, shall have the same powers as the Sheriff
 - Work closely with Coroner and other Deputy Coroner's in maintaining professionalism and good public relations of the Coroner's Office when on duty as well as during off duty hours
 - Participate in community programs, public relation programs, public speaking engagements as assigned by the Coroner

- **Reporting and Filing – State and Local:**

- Issue Coroner's Permit to Cremate to funeral directors or persons having custody of a dead body authorizing cremation of the body
- Issue death certificates via the Illinois Department of Health IVRS system as prescribed by law when the cause and circumstances of a death is determined
- Submit dental records from unidentified dead bodies to the Department of State Police Central Repository for Dental Records
- Completes invalidation of driver's license upon the death of the holder as prescribed by the Illinois Secretary of State
- Immediately report or cause a report to be made to the Department of Children and Family Services when, in his professional or official capacity, have reasonable cause to believe a child may be an abused, neglected, or in need of further assistance.
- Respond to telephone requests and inquiries from family members, medical personnel, funeral directors, hospice/home health care personnel, news media, county officials, law enforcement officials, attorneys, insurance officials, and the general public
- Prepare computer printouts of prescription drug reports indicating side effects, precautions, interactions, and dosage information as need to assist in death investigation
- Possess a working knowledge of computer operations and software including work processing, data bases, and reference software
- Possess a working knowledge of the Occupational Safety and Health Administration (OSHA) Blood borne Pathogens standards adopted by the Illinois Department of Labor
- Possess a working knowledge of labeling bodies for infections or communicable disease as mandated by State Statute
- Possess a comprehensive knowledge and understanding of medical-legal terminology along with well-versed language skills
- Possess a working knowledge of the Uniform Anatomical Gift Act, the Illinois Corneal Transplant Act, and the Organ Donation Request Act in order to assist and coordinate tissue, organ, and anatomical gift donations to a license, accredited, or approved facility as requested by family members
- Possess a thorough geographical knowledge of LaSalle County either through map reading or otherwise
- Prepare work schedule and assignments for staff
- Maintain active user of Illinois State Police Laboratory Information Management System (LIMS)
- Testify in civil and felony court, or at any other legal proceedings, when subpoenaed to do so or at the request of the State's Attorney's Office
- File with the LaSalle County Clerk a Disclosure of Economic Interests on the forms and at the times required by law
- Participate in both mandatory and recommended accredited training programs, including in-service training
- Must be compliant with the requirements of the National Incident Management System, and with the key concept, principles and benefits of NIMS
- Assists in compiling statistics, preparing annual budget and yearly report
- Assist with office duties as needed as well as other duties assigned by the Coroner
- Follow all written policies and mandates issued by the Coroner
- Maintain active user of National Missing and Unidentified Person System (NAMUS)
- Maintain, prepare, and report Prescription Drug information to the Federal Drug Enforcement Agency
- Assist with the procurement and maintenance of office equipment and supplies
- Attend various local and county meetings as directed by Coroner
- Serve as office representative for County Employee Safety and Health Committee
- Enter and maintain case files in Coroner data base program
- Prepare, organize and submit past case files for archive as required by the Illinois State Records and Retention Division
- Participate in the hiring, firing, disciplinary and performance evaluations for Deputy Coroner's.
- Assist in supervision and training of all Deputy Coroner's.
- May investigate claims of incompetence, disobedience, and dishonesty filed against any Deputy Coroner.
- Be responsible for the care and maintenance of squad car and other assigned equipment including cell phones, camera equipment, etc.
- Take on-call duty as set forth by schedule.
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual.

- **Education and/or Work Experience Requirements:**

- High School Diploma required. Associate's degree or training in Law Enforcement, Fire Science, or Emergency Medicine is preferred.
- Practical experience in law enforcement supervisory duties with emphasis on crime scene investigation, detective duties,

and/or medical-legal death investigation.

- Valid IL Driver's License.
- Experience with medical terminology and clinical anatomy.
- Possess a working knowledge of the grieving process.
- Experience in computer operation including word processing, data base entry, and reference software
- Experience in the operation of office machines including multi-line business telephones, fax machines, copy machines, cellular phones, radio transceivers, photographic equipment and forensic tools.
- Excellent verbal and written communication skills.
- Valid Illinois State Firearms Identification Card
- **Must successfully complete the Illinois State Law Enforcement Agency Data System (LEADS) training within 90 days of employment and maintain said certification.**
- **Must successfully complete Illinois Attorney General Freedom of Information Act (FOI) training within 90 days of employment and maintain said certification.**
- **Must successfully complete Illinois State Training Board 40hr. mandatory firearms training within one year of employment and maintain said certification.**

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires sitting (3-5 hrs.), standing/walking (5-8 hrs.). This position experiences continuous active work requiring moderate physical exertion and manual dexterity in handling heavy weight and equipment. This position will experience bending, twisting, squatting, climbing and reaching movements; also, constantly hold, reach, grasp, write, and perform repetitive motion. Defined Very Heavy Work - May require lifting and carrying more than 100 pounds with assistance, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Visual acuity in close range to prepare and analyze data, observe or identify small objects, inspect environmental surroundings or subject matter.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most activities are performed both indoor and outdoor environments. While performing the duties of this position, the employee is subject to varying temperatures dependent upon season. The noise level in the work environment is moderate. Confined space situations may occur. The worker is subject to hazards. Use of an air-purifying respirator required by OSHA, if necessary, to the situation at hand. May encounter tasks involving communicable disease. Work in the presence of radiological/biological/chemical agents, fumes, road hazards, sharp objects, prescription and illicit drugs, waterways, domestic and wild animals, elevated work surfaces, dilapidated buildings, fire and electrical hazards, trip hazards, falling objects, machinery, insect activity, and crime scenes.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities

LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.

I have read, reviewed and agree that this job description accurately reflects the position.

ACKNOWLEDGEMENT

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

Print Employee Name: _____

Employee signature: _____ **Date:** _____

Supervisor signature: _____ **Date:** _____