

OKANOGAN COUNTY COMMISSIONERS'

RESOLUTION 189 - 2022

A resolution creating a new position in the Coroner's Office

WHEREAS, the Coroner met with the Board of County Commissioners and explained the need for an additional full-time Chief Deputy Coroner; and

WHEREAS, the need for an additional staff person is driven by a substantial sustained increase in workload in the Coroner's office, as well as the additional time required to transport decedents out of the county for autopsies. The Coroner's office needs to be able to respond to calls 24 hours a day, 7 days per week. In addition, in the absence of the Coroner, there is currently no one to provide these services; and

WHEREAS, the Chief Deputy Coroner will be subject to 24 hour on call shifts, call outs and will act as the Coroner in the Coroner's absence. It has been determined that this position will be exempt under the FLSA; and

WHEREAS, it is the desire of the Board of County Commissioners to provide adequate services to the citizens of Okanogan County.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Okanogan County Commissioners that the regular full-time Chief Deputy Coroner position be created and funded effective January 1, 2023 at a monthly salary of \$5,756.00.

DATED at Okanogan, Washington this 29th day of November.



ATTEST:

Laleña Johns,
Clerk of the Board

**BOARD OF COUNTY COMMISSIONERS
OKANOGAN, WASHINGTON**

Andy Hover, Chairman

Chris Branch, Member

Jim DeTro, Member



OKANOGAN COUNTY

JOB DESCRIPTION

Job Title: Chief Deputy Coroner

Office: CORONER

Classification: Exempt

POSITION OVERVIEW:

This position serves at the discretion of the elected Coroner and functions as the highest level of responsibility of responsibility including the ability to act in full authority in the absence of the Coroner. Perform a variety of complex and technical duties and tasks pertaining to a Coroner's investigation and post mortem evaluation of cause and manner of death.

ESSENTIAL JOB FUNCTIONS

- Perform on scene death investigations, follow-up investigations and post mortem examination of the deceased to determine cause and manner of death.
- Interview witnesses, family, friends, medical professionals and law enforcement personnel.
- Communicate with the public, other investigative agencies, and post mortem service providers.
- Obtain and review medical records; prepare written reports and accurate documentation; maintain complete case files; and assist at autopsies as directed by the Coroner.
- Respond to various types of death including but not limited to homicides, suicides, traffic fatalities, industrial accidents, natural, infant and child deaths.
- Transport of human bodies and / or remains and evidence to the appropriate facility.
- Obtain, secure, label, and process biological samples.
- Under Coroner direction, release remains to appropriate entities for final arrangements. and take video and photographs.
- When required, collect, document and preserve physical and biological evidence in criminal and civil cases.
- Collect and secure prescription medications and drugs for analysis and/or disposal.

- Locate and notify the next of kin when possible, or contact authorities in other jurisdictions for assistance if necessary and provide psychological support to individuals and families.
- Collect, document, recover, and dispose of personal property in accordance with Washington State law.
- Consult with law enforcement and other agencies regarding cases and testify when required.
- Perform Coroner's general office administration and duties as assigned.
- This list is illustrative and not a comprehensive listing of all functions and tasks performed in this position.

KNOWLEDGE, SKILLS, AND ABILITY REQUIREMENTS

- General County government operations, office administration procedures and practices, and duties and responsibilities of the Coroner's office desired but not required.
- High level of professional and ethical standards and ability to maintain confidentiality.
- Knowledge of, or ability to learn, geographic response area.
- Knowledge of investigation techniques and medical terminology and / or legal terminology; and basic anatomy and physiology and able to apply in required technical report writing.
- * Prior training combined with experience in a mortuary science, medical, legal, or law enforcement discipline or related field.
- Strong public relations, customer service, and telephone skills in stressful situations.
- Provide psychological support to individuals and families; and meet and communicate with the public in a pleasant and courteous manner in high stress situations.
- Intermediate skills with basic technology, including proficiency with computers, photography/videography equipment, and office equipment.
- Ability and willingness to work in sometimes hazardous conditions as required by the position.
- Maintain composure under stressful situations and provide problem-solving techniques.
- Effectively deal with people who may be emotionally charged by issues and information.
- Meet deadlines while maintaining flexibility necessary to accommodate any given situation.
- Able to review, maintain and prepare all types of reports and records.

SUPERVISORY RESPONSIBILITY

- Work is normally performed independently after initial introduction to all duties of the position usually accomplished. General supervision is provided by the Coroner.

PHYSICAL REQUIREMENTS / WORKING CONDITIONS

- Work is performed independently in an office and field setting with extended periods of sitting, driving, standing, bending, kneeling, walking, stooping, crawling, and may be required to push, pull, lift(up to 40 pounds waist high) and/or carry significant weight, with assistance.
- Scene response to anywhere a death has occurred, at the funeral home, and/or in the office.
- Normally requires availability and on-call 24 hours a day to work non-standard hours (weekends and holidays included); and may work an alternative schedule at the sole discretion of the County.
- Exposure to hazardous chemicals and risk of exposure to infectious or contagious diseases.
- Travel by vehicle both in and outside the County area.
- Work may involve exposure to emotional, hysterical or even violent people.

LICENSES, CERTIFICATES, EDUCATION AND OTHER RECRUITING REQUIREMENTS

- High School Diploma or equivalent required. Preferred AA degree or higher in related field (Natural Sciences).
- Ability to complete ABMDI certification within 24 months following employment.
- A valid Washington State Driver's License is required.
- A background security check may be required if a job offer is made.

CLOSING STATEMENT

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.

Effective Date: 01/01/2023	EEO Code: 1	Department: Coroner's Office
Dates Amended:	Union: None	Division: n/a
FLSA Exempt: Yes		Pos #: