



POSITION OPENING

POSTING DATE:	December 4, 2018
DEPARTMENT:	Coroner
POSITION TITLE:	Chief Deputy Coroner
HOURS:	Full-Time (80 Hours)
FLSA:	Exempt
GRADE:	15
WAGE:	\$45,036 - \$56,295 Annually
APPLICATION DEADLINE:	December 18, 2018

Interested candidates should submit a resume and a County Employment application to:

Charles Hanley, Coroner
11 S. 4th Street
Suite 228
Pekin, IL 61554

The Tazewell County Employment application and job description can be found on the Tazewell County website at: <http://www.tazewell.com/> at the under "How Do I .. Apply for a Job?."

Tazewell County is an Equal Opportunity Employer

TAZEWELL COUNTY CORONER'S OFFICE
CHIEF DEPUTY CORONER JOB DESCRIPTION
Exempt Position

I. **JOB SUMMARY**

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.

II. **JOB RELATIONSHIP**

A. Reports To: Tazewell County Coroner

B. Employees Supervised: All Deputy Coroners

C. Inter-relationships: Works closely with:

1. Coroner, and other Deputy Coroners, including pathology, toxicology, area medical personnel and their respective staffs, during all aspects of death investigations
2. Family members of the deceased during death notification as well as follow-up contacts during all aspects of the death investigation
3. County Clerks Office and funeral home personnel in providing pertinent data for completing death certificates
4. All law enforcement agencies during death investigations
5. States Attorney's Office personnel in providing investigation reports and during the coordination of court room testimony
6. Hospice / Home Health Care personnel during coordination of terminal patient reports
7. Out-of-county Coroners in coordination of death notifications
8. Fire and rescue squad personnel during body recovery and scene investigations
9. Tissue, organ, and anatomical gift facility personnel in arranging donations as requested by family members
10. Consumer Product Safety Commission via the Medical Examiners and Coroners Alert Project (MECAP) in deaths involving consumer products
11. Public Administrator during death investigations where next of kin are non-existent or cannot be located
12. Illinois Department of Public Health's Advisory Board on Necropsy Services and the Illinois Local Governmental Law Enforcement Officers Training Board during both mandatory and recommended accredited training programs

13. Pekin Hospital administrative personnel concerning morgue use policy, infection control, and emergency room DOA and in-patient death protocol.

14. McLean County Coroner's Office personnel concerning morgue use policy, notification and scheduling of autopsies.

D. Essential Functions: Honesty, integrity, accuracy, efficiency, care, concern, and compassion in all areas of duties and responsibilities

III. **DUTIES AND RESPONSIBILITIES** (listed in random order & not in order of priority)

- A. Respond to death scenes, takes charge of same, and makes a preliminary investigation into the circumstances (manner) of the death
- B. 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
- C. Take charge of valuable personal property, money, or papers found upon or near the body and deliver same to those entitled to its care or possession
- D. Complete Preliminary Investigation Reports and other forms and reports as mandated by law and/or directed by the Coroner
- E. Be a conservator of the peace in Tazewell County and, in the performance of his duties as such, shall have the same powers as the sheriff
- F. 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
- G. Make positive identification of the body by whatever professional means necessary
- H. Report all suspected Sudden Infant Death Syndrome cases to the Statewide Sudden Infant Death Syndrome Program within 72 hours after death
- I. Issue Coroner's Permit To Cremate to funeral directors or persons having custody of a dead body authorizing cremation of the body
- J. Issue death certificates on forms prescribed by law when the cause and circumstances of a death is determined
- K. 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
- L. Transfer office telephone call-forwarding to on-duty Deputy or Coroner's cell phone
- M. 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.
- N. Prepare computer printouts of prescription drug reports indicating side effects, precautions, interactions, and dosage information as need to assist in death investigations
- O. Take on-call duty as set forth by schedule

- P. Assist with office duties as needed as well as other duties assigned by the Coroner
- O. Possess a working knowledge of computer operations and software including word processing, data bases, and reference software
- R. Possess a working knowledge of the Infectious Materials & Disease Control Policy of the Tazewell County Coroner's Office including the Occupational Safety and Health Administration (OSHA) Blood borne Pathogens standard adopted by the Illinois Department of Labor
- S. Possess a working knowledge of labeling bodies for infections or communicable disease as mandated by State Statute
- T. 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 or neglected child
- U. Submit dental records from unidentified dead bodies to the Department of State Police Central Repository for Dental Records
- V. 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 licensed, accredited, or approved facility as requested by family members
- W. Completes invalidation of driver's license upon the death of the holder as prescribed by the Illinois Secretary of State
- X. Possess a comprehensive knowledge and understanding of medical-legal terminology along with well-versed language skills
- Y. 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
- Z. File with the Tazewell County Clerk a Disclosure of Economic Interests on the forms and at the times required by law
- AA. Participate in both mandatory and recommended accredited training programs, including in-service training
- BB. 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
- CC. Complete follow-up contact with direct next of kin and other family members concerning cause of death, impending proceedings, and other concerns
- DO. Participate in community programs, public relation programs, and public speaking engagements as assigned by the Coroner
- EE. Possess a valid Illinois driver's license
- FF. Possess a thorough geographical knowledge of Tazewell County either through map reading or otherwise
- GG. Follow all written policies and mandates issued by the Coroner

- HH. Assists in supervision and training of all Deputy Coroners
- II. Assists in compiling statistics, preparing annual budget and yearly report
- JJ. Assists with inquest juror selection from Jury Commission jury list
- KK. Assists with or conducts inquests at the direction of the Coroner
- LL. Be responsible for the care and maintenance of squad car and other assigned equipment including cell phone.
- MM. May investigate claims of incompetence, disobedience, and dishonesty filed against any Deputy Coroner
- NN. Assists with issuing and serving Coroner's Summons to inquest witnesses
- OO. Issue news releases to all news media according to the Tazewell County Coroner News Media Policy

IV. QUALIFICATIONS

- A. Education: High school graduate with law enforcement training and with training in supervisory skills, medical/legal terminology, language skills, anatomy, people skills, and computer and office machine operations
- B. Experience:
 1. Experience in law enforcement supervisory duties with emphasis on crime scene investigation, detective duties, and/or medical-legal death investigation
 2. Experience with medical terminology and clinical anatomy
 3. Possess a working knowledge of the grieving process
 4. Experience in computer operation including word processing, data base entry, and reference software
 5. Experience in the operation of office machines including multi-line business telephones, fax machines, copy machines, cellular phones, and radio transceivers
 6. Ability to pass a background, polygraph, drug, and alcohol test
- C. Personal:
 1. Professional in all areas of duties and responsibilities including honesty, integrity and accuracy along with care, concern, and compassion
 2. Businesslike appearance and demeanor
 3. Good communicator and listener
 4. Supportive view of county government in particular the Coroner's Office