



**Kendall County Coroner's Office
Job Description
Deputy Coroner (ARPA)**

Job Title: Deputy Coroner (Temporary) ARPA Funded through December 2024
Status: FLSA Non-Exempt
Office: Coroner's Office
Reports to: County Coroner, Chief Deputy Coroner
Effective Date: March 15, 2022

Position Summary:

Under the supervision of the Chief Deputy Coroner, perform investigations for deaths occurring within the borders of Kendall County to determine cause and manner of death. Coordinates with organ-donor agencies to facilitate tissue donation. Performs community education and outreach functions on behalf of the office. Works closely with first responders, next-of-kin and others involved in the death investigation process.

Position Term:

This position is funded by grant monies Kendall County has received from the American Rescue Plan Act. Such grant funds are currently scheduled to end December 2024. In the event the grant funds are terminated in December 2024 or anytime earlier, this position may be eliminated. This grant funding in no way alters the "at will" employment status of this position.

Essential Duties and Responsibilities:

This list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all duties and responsibilities performed by positions in this class.

- Receive notifications of deaths via telephone, SMS messaging and/or other electronic means.
- Conducts death investigations, both by telephone and in person, to determine cause and manner of death.
- Directs the recovery, transportation, and processing of bodies and related evidence.
- Documents circumstances surrounding reported deaths utilizing notes, photographs, measurements, written narratives, or other means as appropriate.
- Performs official identification of decedents in accordance with office policy.
- Performs death notifications to next-of-kin in accordance with office policy.
- Coordinates with organ-donor agencies to facilitate request for organ and tissue donations.
- Orders x-rays, toxicological studies, and autopsies as deemed necessary.
- Makes follow-up investigations of deaths with persons associated with the decedent or allied agencies.

- Obtains and reviews medical histories and records from private physicians or healthcare agencies.
- Testifies in administrative and criminal proceedings.
- Provides public education or other presentations to outside groups or agencies.
- Coordinates community programs involving the Coroner's Office.
- Maintains regular attendance and punctuality.
- All other duties as assigned by the Coroner and/or the Coroner's designees.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for the position.

- Residency:
 - Employee must reside within the specified residency boundaries (Appendix A) unless prior waiver has been granted by the Coroner.
- Education and Experience:
 - Have reached their 21st birthday by the date of hire.
 - High school diploma or general education degree (GED).
 - An associate's degree or completion of 60-semester units from an accredited college or university in medical, law enforcement, legal or related field. This requirement may be substituted by work-related experience on a year-per-year basis.
 - A combination of the following:
 - One year of experience as a full-time (or equivalent part-time experience) Medical Examiner Investigator or Deputy Coroner in a Coroner or Medical Examiner's facility; OR
 - Two years of work experience in a related field.
- Language Skills:
 - Ability to read and interpret documents such as governmental regulations, written reports/documents, correspondence, and procedure manuals.
 - Ability to write routine reports and correspondence.
 - Ability to speak effectively with the public and employees, outside entities, law enforcement and fire personnel, and others in both one-on-one and group settings.
 - Ability to communicate effectively in writing and over the phone.
 - Requires good knowledge of the English language, spelling and grammar.
- Mathematical Skills:
 - Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Reasoning Ability:
 - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
 - Ability to deal with problems involving several concrete variables in standardized situations.

- Other Skills, Knowledge and Abilities:
 - Ability to work non-standard hours, such as on-call or on rotating shift to ensure 24/7 coverage (including nights, weekends, and holidays).
 - Ability to take a reasonable amount of on-call time each month, as determined by the Coroner.
 - Ability to establish and maintain cooperative work relationships with a variety of individuals and agencies.
 - Ability to communicate clearly and concisely, both oral and in writing.
 - Ability to concentrate on more than one task at a time, and to make independent decisions.
 - Ability to work under stressful conditions while exercising emotional control.
 - Ability to interact considerately with next-of-kin, witnesses, and others involved in the deaths being investigated
 - Ability to pass a background investigation with no prior convictions of domestic violence, any felony, or crime of moral turpitude.
- Certificates, Licenses, Registrations:
 - A valid Illinois Driver's License (by date of hire) and a good driving record.
 - Ability to obtain an Illinois Firearm Owner's Identification (FOID) card.
 - Current registry certification from the American Board of Medicolegal Death Investigators (ABMDI) or ability to obtain certification within 18 months of hire.

Physical Demands:

- Must frequently be able to sit and stand for extended periods of time.
- Must be able to frequently bend, stoop, stretch, twist, reach, kneel, crawl, squat, climb and balance.
- Must frequently be able to walk and possibly run on uneven ground and rough terrain.
- Must frequently be able to lift, carry, drag or push an average body weight of 100-200 pounds or more, both alone and with assistance.
- Must occasionally be able to climb ladders or stairs, climb up to and down from higher levels using unconventional methods.
- Must be able to use hands and fingers to handle, feel and operate equipment.
- Must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision.

Work Environment:

- While performing assigned job duties, employee may be exposed to catastrophic death scenes, autopsies, or other graphic locations.
- Will be required to work in both indoor and outdoor work areas and may be subjected to all weather elements.
- Will be required to work in all lighting conditions, including but not limited to, daylight and night/low light, with and without artificial light available.
- The noise level in the work environment varies from quiet to noisy.
- May be exposed to dust, fumes, odors, smoke, gases and chemicals.
- May be exposed to blood borne pathogens or other infectious or contagious diseases.

- May be exposed to stressful situations while working with law enforcement, first responders, medical professionals, and the general public, and under emergency circumstances.
- Will be required to operate a motor vehicle to travel to and from work locations.
- Will be required to qualify annually with and carry firearms in accordance to the requirements set forth in 50 ILCS 710 (Peace Officer and Probation Officer Firearm Training Act).
- May be required to provide own transportation to travel to and from meeting, training, conferences, etc.
- Must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

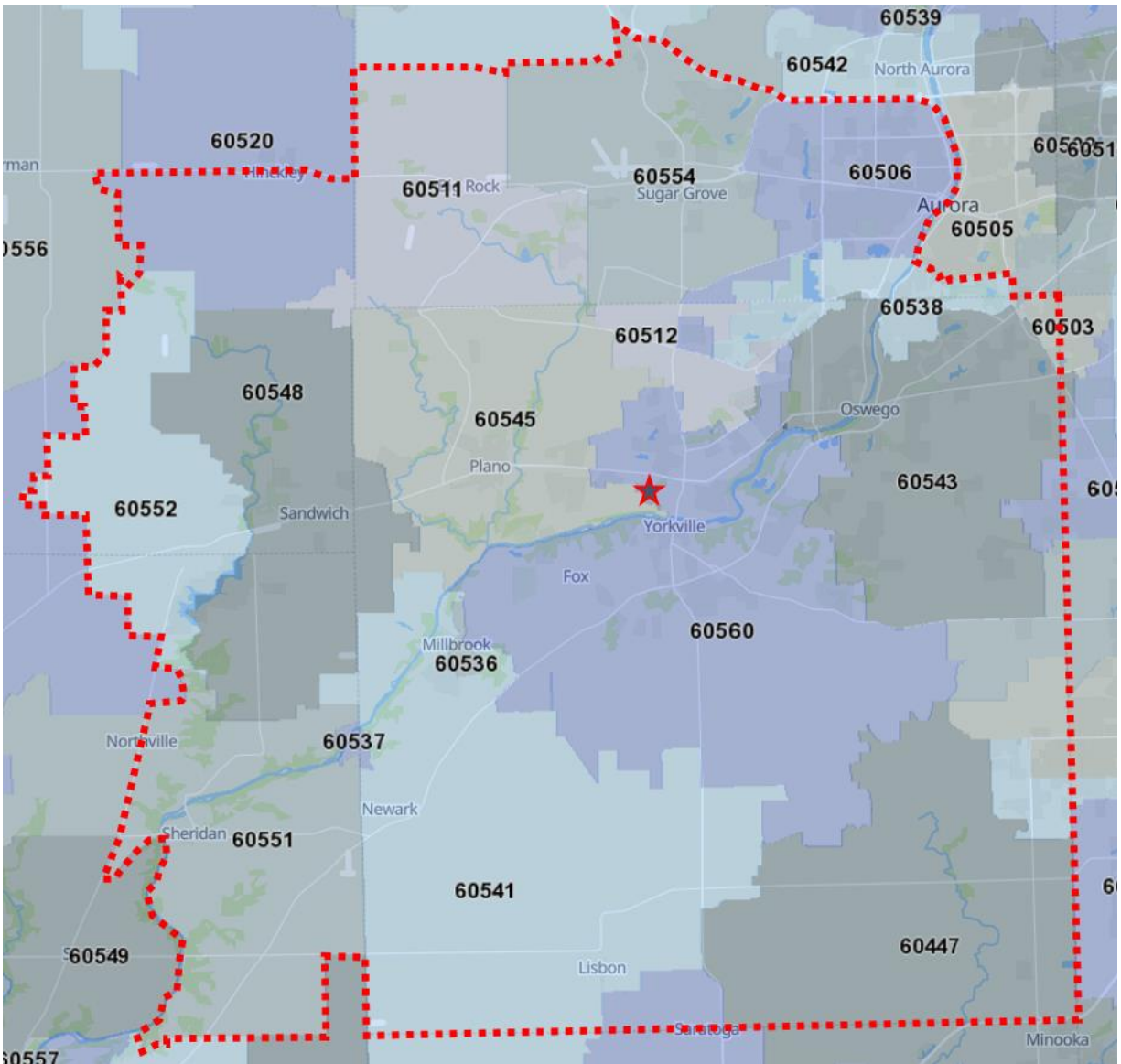
Date

Signature of Supervisor

Date

cc: personnel file, employee

Appendix A Residency Boundaries (Field Personnel)



- **DeKalb County**
 - 60511, 60520 (south of US-30), 60548, 60552
- **Kane County**
 - 60506, 60538, 60554 (south of I-88), 60511
- **Kendall County**
 - All zip Codes
- **LaSalle County**
 - 60548, 60552, 60537, 60551 (east of 2351st Rd.)