

Kendall County Coroner's Office Job Description Transporter (PRN)

Job Title: Transporter - PRN
Office: Coroner's Office
FLSA Status: FLSA Non-Exempt
Full Time/Part Time: Part Time
Reports to: Chief Deputy Coroner
Effective Date: August 15, 2024

I. Position Summary:

Under the direction of the Chief Deputy Coroner, the Transporter-PRN will assist sworn personnel (Coroner, Chief Deputy or Deputy Coroners) in the performance of their duties while investigating deaths within the borders of Kendall County. This position assists with the movement, removal, and transport of decedents. This position works closely with first responders and others involved in the death investigation process.

II. Essential Duties and Responsibilities:

The essential job duties for this position include, but are not limited to the following:

- A. Responds to requests for assistance received by text message or internal messaging applications.
- B. Travels to death scenes and assists sworn personnel conducting investigations, with the following tasks:
 - 1. Procurement of necessary equipment;
 - 2. Movement of decedents;
 - 3. Assists in lifting decedents and/or morgue cots;
 - 4. Transports decedents; and
 - 5. Completes associated forms.
- C. Assists morgue personnel with body/property intake processes by performing tasks such as:
 - 1. Inventory and documentation of personal property;
 - 2. Intake and weighing of decedents prior to placement into cooling;
 - 3. Completion of entries into the computerized records system; and
 - 4. Completion of associated forms.
- D. Cleans and sanitizes the morgue and autopsy suite, as needed, and in compliance with all applicable safety laws, regulations, and procedures.
- E. Provides clerical support and assistance with special projects within the office, as assigned.

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- F. Operates Kendall County owned vehicles and equipment safely.
- G. Handles confidential matters relating to all functions of the Coroner's Office and maintains confidentiality of such information.
- H. Complies with all applicable laws, regulations, and County policies and procedures regarding or relating to assigned job duties.
- I. Maintains regular attendance and punctuality for assigned work shifts.
- J. Performs other duties as assigned.

III. **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.

A. Residency

1. Must reside within the specified boundaries (Appendix A) unless prior waiver has been granted by the Coroner in writing.

B. Language Skills:

1. Ability to research, read, and interpret simple instructions and documents such as governmental regulations, written reports/documents, correspondences, and procedure manuals.
2. Ability to write routine correspondence and complete basic forms.
3. Ability to speak, listen, understand information, and work effectively with next-of-kin, witnesses, and others involved in the deaths being investigated, including Kendall County personnel, department heads, elected officials, law enforcement and fire personnel.
4. Ability to communicate effectively in writing and over the phone.
5. Requires proficient knowledge of the English language, spelling and grammar.

C. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

D. Reasoning Ability:

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
2. Ability to deal with problems involving several concrete variables in standardized situations.

E. Certificates, Licenses, and Registrations:

1. Current and valid Driver's License.
2. Any and all other certificates and registrations as required for the specific duties performed.

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F. Other Skills, Knowledge and Abilities:

1. Ability to work non-standard hours, such as short or no-notice call outs to ensure 24/7 responses.
2. Ability to take a reasonable amount of on-call time each month, if requested, as determined by the Coroner.
3. Maintains strong organization and multi-tasking skills.
4. Ability to work under stressful conditions while exercising emotional control.
5. Ability to display a positive, cooperative, professional, and team orientated attitude.
6. Ability to follow guidance and work independently until project completion.

G. Education and Experience:

1. A minimum of a high school diploma or general education degree (GED).
2. Work and/or educational experience in a medicolegal death investigation, medical, mortuary, legal, and/or law enforcement background, is preferred, but not required.

H. Physical Demands:

While performing the duties of this job, the employee must be able to:

1. Frequently sit and stand for extended periods of time.
2. Frequently bend, stoop, stretch, twist, reach, kneel, crawl, squat, climb and balance.
3. Frequently walk and run on uneven ground and rough terrain.
4. Frequently lift, carry, drag, move or push an average weight of 200 pounds or more, both alone and with assistance.
5. Occasionally climb ladders or stairs, climb up to and down from higher levels using unconventional methods.
6. Use hands to finger, handle, feel, grip, and operate equipment.
7. Reach, push, and pull with hands and arms.
8. Talk and hear in person and via use of telephone.
9. Specific vision abilities include close and distance vision, as well as depth perception.
10. Travel to locations within the borders of Kendall County to perform assigned job duties.

I. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

1. Employee may be exposed to catastrophic death scenes, autopsies, and/or other graphic locations.
2. Employee may be exposed to both indoor and outdoor work areas and may be subjected to all weather elements.
3. Employees 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.
4. The noise level in the work environment is usually quiet but can also be noisy at times.
5. May be exposed to dust, fumes, odors, smokes, gases and chemicals.
6. May be exposed to blood borne pathogens or other infectious or contagious diseases.

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7. May be exposed to stressful situations while working with law enforcement, first responders, medical professionals, and the general public, and under emergency circumstances.
8. Employee will be required to operate a motor vehicle to travel to and from work locations.
9. Employee 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

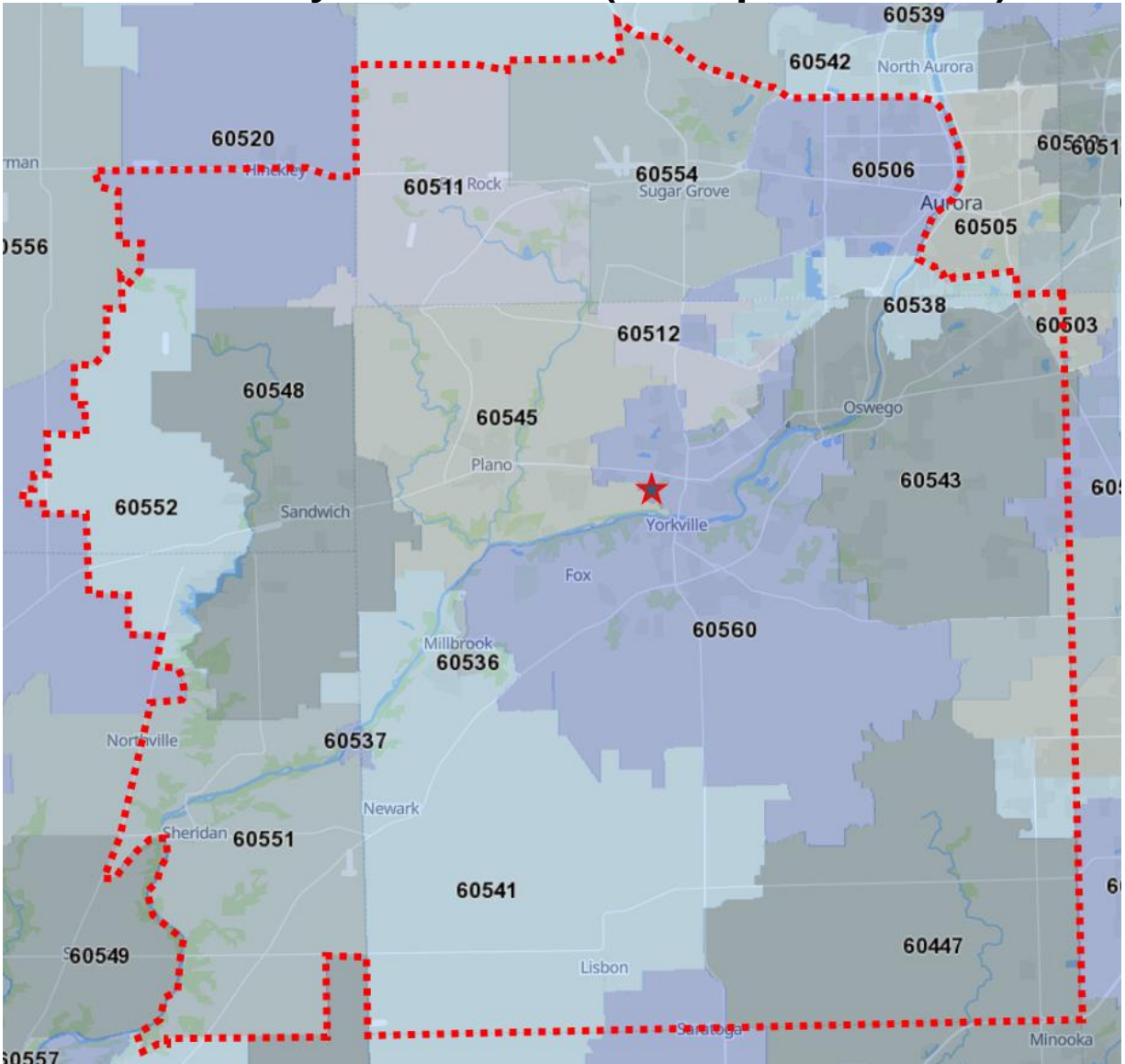
Date

Signature of Supervisor

Date

cc: personnel file, employee

Appendix A Residency Boundaries (Transporter - PRN)



- **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.)