



Greenwood County, SC

Job Description

FLSA: Non-Exempt

Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).

Class Title: Deputy Coroner

Department: County Coroner

Pay Grade: 105

Revised: 03/6/2019

General Description

The purpose of the class is to identify deceased persons in the County and determine the cause and manner of death, to perform administrative and clerical duties as required to ensure effective and efficient office operations, and to perform related work as required. This class works within broad policy and organizational guidelines and does independent planning and implementation, reporting progress of major activities through periodic conferences and meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Essential Functions:

Assists the Coroner with the daily administration and operations of the Coroner's Office.

Responds to death scenes in which sudden, unexpected deaths have occurred as a result of natural, accidental or violent circumstances, as well as deaths unattended by a medical physician; documents death scenes by photographing and/or sketching the deceased and the death scene as necessary.

Consults with family members, witnesses, attorneys, medical personnel, law enforcement personnel, pathologists, toxicologists, pharmacists, fire department personnel, laboratory personnel, and others as necessary to gather information for the conduct of death investigations.

Issues subpoenas for the collection of medical records or other evidence as necessary.

Determines identity of decedent and establishes date and time of death.

Determines what type of examination is necessary; coordinates and schedules autopsies, post-mortem examinations, and the collection of body fluids and tissues as needed for analysis.



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Collects, transports, stores, submits and interprets evidence.

Occasionally performs post-mortem examinations after a body has been removed from the scene of death; may collect body fluids and other relevant evidence from the body as necessary.

Completes death certificates and a Coroner's report describing the death.

In cases of death that do not require a response to the scene, obtains all essential information from reporting person to completing an official Coroner's report.

Collects, secures and returns the decedent's personal effects to the legal next-of-kin.

Makes personal notification to the next-of-kin as necessary; provides information and assistance to family members of the deceased as appropriate.

Provides court testimony regarding cases as required.

Issues burial/removal/transit/cremation permits as appropriate.

Coordinates and ensures proper implementation of all applicable OSHA safety requirements; conducts annual blood-borne pathogens in-service training for department staff and all contract employees as required.

Procures and maintains inventory of necessary department supplies, materials and equipment.

Monitors evidence freezer/refrigerator temperatures; ensures freezer locks are intact and secure.

Maintains assigned vehicles and equipment.

Remains on call 24 hours per day; seven days a week.

Assists in coordinating department activities and functions with those of other County departments, municipalities and outside agencies as appropriate.



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Receives and responds to inquiries, concerns, complaints and requests for assistance regarding areas of responsibility.

Attends training, seminars, professional meetings, etc., as necessary to enhance job knowledge and skills.

Performs general administrative/clerical work as required, including but not limited to preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, etc.

Responsibilities, Requirements and Impacts

Data Responsibility:

Requires gathering, organizing, analyzing, examining or evaluating data or information and may prescribe action based on such data or information.

People Responsibility:

Requires persuading or influencing others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations or ordinances.

Asset Responsibility:

Requires handling or using machines requiring moderate instruction and experience such as specialty equipment and tools, computers, and software programs such as Windows 10, spreadsheets or custom applications.



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COGNITIVE REQUIREMENTS

Mathematical Requirements: Requires using basic algebra involving variables and formulas and/or basic geometry involving plane and solid figures, circumferences, areas and volumes, and/or computing discounts and interest rates.

Reasoning Requirements:

Requires performing work involving the application of principles of logical thinking or scientific, medical or legal practice to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.

Language Requirements:

Requires reading journals, manuals and professional publications; speaking formally to groups of co-workers, staff in other organizational agencies, the general public, people in other organizations; presenting training; composing original reports, training and other written materials using proper language, punctuation, grammar and style.

Mental Requirements:

Requires doing professional-level work requiring the application of scientific, engineering, accounting or legal methods in the solution of technical, administrative or legal problems; requires extensive understanding of operating policies and procedures and ability to apply these to complex problems; or the coordination of sub professional work in these disciplines; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.



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Vocational/Educational and Experience Preparation:

Must:

- Have attained the age of twenty-one years
- Have obtained a high school diploma or its recognized equivalent by the State Department of Education.
- Have not been convicted of a felony offense or an offense involving moral turpitude contrary to the law of this State, another state, or the United States.

Also should have at least one of the following:

- Have at least three years of experience in death investigation with a law enforcement agency, coroner, or medical examiner agency
- Have a two-year associate degree and two years of experience in death investigation with a law enforcement agency; coroner or medical examiner agency
- Have a four-year degree and one year of experience in death investigation with a law enforcement agency, coroner or medical examiner agency
- Be a law enforcement officer, as defined by Section 23-23-10(E) (1) SC Code of Laws, who is certified by the SC Law Enforcement Training Council with a minimum of two years of experience
- Have completed a recognized forensic science degree or certification program or be enrolled in a recognized forensic science degree or certification program to be completed within two years of employment
- Have a bachelor of science degree in nursing



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Special Certifications and Licenses:

- Must possess a valid state driver's license.
- Must be bondable.
- Must, as a Commissioned Deputy Coroner, annually attend 16 hours of continuing education courses as required by state law.
- Must possess the ability to become ABMDI certified within two years of employment.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires medium-to-heavy work that involves walking, standing, stooping, lifting, digging, pushing or raising objects and also involves exerting between 20 and 50 pounds of force on a recurring basis and 50 to 100 pounds of force on an occasional basis.

ENVIRONMENTAL HAZARDS:

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, fumes and/or noxious odors, traffic, moving machinery, electrical shock, heights, disease/pathogens, toxic/caustic chemicals, above-average noise, violence.

SENSORY REQUIREMENTS:

Tasks require visual perception and discrimination and the ability to perceive and discriminate colors or shades of color, sounds, odors, depths, textures; requires hearing and speaking abilities.



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JUDGMENTS AND DECISIONS

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Responsible for guiding others, requiring frequent decisions affecting co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures but with many variations from the routine.