



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title:	CORONER'S INVESTIGATOR
Jurisdictional Class:	Non-Competitive (*Part-Time)
Civil Division:	County Coroner's Office
Adoption:	CSM 11/17/76
Revised:	CSM 1/8/03

DISTINGUISHING FEATURES OF THE CLASS:

In the absence of the County Coroner assists Coroner's Physicians in investigating unnatural deaths; does related work as required. This work involves assuming duties and responsibilities of the County Coroner in his absence. Upon notification of a violent, suspicious or unattended death, the Coroner's Investigator works with a Coroner's Physician assisting him/her in investigating the circumstances and cause of death. The work is performed in accordance with policies and procedures established by the County Coroner in cooperation with the Coroner's Physician assigned to the particular case. Supervision over the work of others is not a responsibility of employees in this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists Coroner's Physicians in investigating cases of suspected unnatural death and prepares written reports of facts before leaving scenes of death;
Obtains the names and addresses of witnesses and takes possession of objects that might be useful in establishing causes of death;
On the recommendation of Coroner's Physicians, arranges for necessary autopsies and pathological examinations;
Prepares and/or files in the Office of the Coroner written reports of investigations and autopsy findings;
Assists Coroner's Physicians in arranging for alcohol content tests of bodies as required by law;
Makes arrangements for the removal and transportation of bodies;
Delivers money and property found on bodies to the County Treasurer or to legal representatives of the deceased;
Prepares a variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the principles and techniques of making field investigations;
Working knowledge of laws and regulations governing the investigation of unnatural deaths;
Basic knowledge of human anatomy;
Skill in making investigations;
Ability to deal effectively with the public;
Ability to understand and carry out oral and written instructions;
Ability to prepare clear and accurate reports;
Ability to gather, assemble, and evaluate facts;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

(A) Graduation from high school AND some experience in handling cadavers gained through employment in a morgue, funeral home, hospital, emergency services or similar work.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Eligibility for an appropriate level New York State Driver's License at time of application.

Possession of the license at time of appointment.