

**POSITION DESCRIPTION
COUNTY OF PERRY, INDIANA**

POSITION: Assistant
DEPARTMENT: Coroner
WORK SCHEDULE: As scheduled
JOB CATEGORY: POLE (Protective Occupations, Law Enforcement)

DATE WRITTEN: December 2008
DATE REVISED: June 2021

STATUS: Part-time
FLSA STATUS: Non-Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Perry County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present undue hardship.

Incumbent serves as Assistant for Perry County Coroner, responsible for providing assistance to department staff and the Coroner.

DUTIES:

Responds to crime scene to provide security of premises.

Transports body(s) from crime scenes and delivers to storage facility.

Transport body(s) to morgue facilities for autopsy as required.

Provides assistance to Coroner's Office in absence of department staff.

Participates in mandatory internal communications, including thread/text/email, as primary source of communication regarding schedules, correspondence, staff-related revisions and information, and other issues.

Performs related duties as required or requested by Coroner.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Ability to sign non-disclosure agreement, of which, if disregarded, could result in immediate dismissal.

Thorough knowledge of and ability to make practical application of the customary practices, procedures, rules and regulations of the Perry County Coroner's Office and ability to apply appropriate procedures accordingly.

Practical knowledge of local, state, and federal laws, codes, ordinances and procedures, and ability to apply evidence collection/preservation techniques, conduct thorough investigations, and assist law enforcement agencies with case preparation.

Working knowledge of radio frequencies, codes, procedures and limitations.

Working knowledge of universal health precautions and blood borne pathogens control, and ability to apply such knowledge to protect oneself against infection.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare detailed written reports within established deadlines.

Working knowledge and proper use of personal protective equipment (PPE).

Considerable knowledge of community geography.

Ability to operate standard office and investigative equipment, such as computer, calculator, camera, and fingerprint equipment.

Ability to effectively communicate orally and in writing using tact and diplomacy, with other co-workers, City/County departments, pathologists, hospitals, laboratory technicians, police and fire departments, bereaved families, news media, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to perform essential functions of the position without posing a direct threat to the health and safety of self and other individuals in the workplace.

Ability to apply knowledge of people and/or locations.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs a wide variety of duties according to legally defined procedures and standard Department policies, with priorities primarily determined by Coroner. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to Coroner for unusual or unprecedented circumstances. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from Coroner. Errors in work are primarily detected or prevented through legally defined procedures. Undetected errors could lead to inconvenience to other agencies or public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City/County departments, pathologists, hospitals, laboratory technicians, police and fire departments, bereaved families, news media, and the public for purposes of giving and receiving information.

Incumbent reports directly to County Coroner.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a vehicle and/or death scenes, involving standing/walking for long periods, lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, keyboarding, bending, reaching, crouching/kneeling, close/far vision, color/depth perception, speaking clearly, and hearing sounds/communication. Incumbent is regularly subject to weather extremes, disturbing evidence, dead bodies, infectious and contagious diseases, noxious fumes, hazardous chemicals/materials, and distraught and/or potentially violent persons. Protective clothing/equipment must be worn at all times and universal health precautions must be followed to ensure safety of self and others.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Assistant describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name