



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:

**Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401**

Applications available at the Human Resources Department, www.cascadecountymt.gov or Job Service.

Position: Civilian Coroner

Schedule: Full-time with Benefits

Department: Cascade County Sheriff's Office

Salary: \$25.00 per hour

Closing Date: Open Until Filled

Administrator: Sheriff Slaughter

Education/Experience/Training:

- High School Diploma, GED or HSE required and;
- Must be a citizen of the United States;
- Must be at least 18 years of age at the time of employment;
- Recruitment and selection process will involve an oral interview and criminal background check;
- Employees must have successfully completed and passed the required interview and background check.

Desired Qualifications:

- Previous experience as a Coroner, either civilian or sworn, or have previously worked in a professional capacity in the medical, law enforcement or funeral home/mortuary field.

Certifications:

- **Valid** Driver's License issued by the State of Montana or the ability to obtain such License within 30 days of hire;
- Successful completion of the Basic Coroner Course at the Montana Law Enforcement Academy or other equivalent course approved by POST in accordance with MCA 7-4-2905;
- Successful completion of CPR, AED and Basic First Aid Courses;
- Ability to obtain and maintain additional licenses and/or certifications as required by the position.

Sheriff's Office Employment Statement:

Any individual with a felony conviction, a domestic violence conviction or outstanding warrants is ineligible for consideration for employment by the Cascade County Sheriff's Office.

CCSO employees are prohibited from using medical and/or recreational marijuana or any other illegal drugs.

Job Summary

The Civilian Coroner (Coroner) for the Cascade County Sheriff/Coroner's Office (CCSO) will, under the direction of and general supervision of the Sheriff/Coroner, serve in a highly responsible and visible capacity while performing examinations and conducting investigations into determining the cause, manner and circumstances related to the death of deceased persons. The Coroner will respond to all deaths that occur within Cascade County and surrounding counties as requested and will perform other duties as required or assigned by the CCSO. The Coroner will maintain a high level of confidentiality and strictly adhere to and comply with all applicable Health Insurance Portability and Accountability Act (HIPAA), County, state and federal privacy and criminal justice laws, rules, policies, guidelines and practices regarding all investigations conducted. This position will operate within and strictly adhere to and comply with all applicable Montana Code Annotated (MCA) Statutes and Administrative Rules of Montana (ARM) pertaining to Coroners.

Essential Job Duties and Responsibilities

Performs examinations and conducts investigations into the cause, manner, and circumstances related to the death of deceased persons; Performs examinations and conducts investigations into the cause, manner and circumstances of the death of deceased persons within other Montana counties as requested by the local authority; Provides information to and communicates with Detectives, Deputies, medical staff, family of the deceased, pathologists, and funeral home staff as needed; Provides notice of deaths to appropriate CCSO chain of command; Manages the CCSO Coroner Division to ensure that all Deputy Coroners are and remain current on all required re-certifications; Assists with the training of new and less experienced CCSO Deputy Coroners; Collects toxicologic specimens for submittal to the Montana State Crime Lab; Coordinates autopsies and facilitates the transport of decedents to said autopsies; Obtains identifying information for the subject of death investigations to be entered onto death certificates and completes death certificates; Identifies and notifies next of kin; Photographically documents death scenes and identifies possible evidence; Inventories personal effects removed or recovered from the decedent, including but not limited to, jewelry, wallets, etc.; Coordinates the release of the decedent's personal effects to authorized persons; Observes, records and preserves objects and personal property related to deaths, including but not limited to, medication containers, suicide notes, etc.; Utilizes online reporting systems to document and records death investigations; Completes all reports, documents and forms required to finalize death cases; Facilitates the disposition of unclaimed corpses and personal effects;

Interacts, communicates and works with various agencies in a professional, respectful and courteous manner; Follows established CCSO policies, procedures, guidelines, and practices for crime scene investigations; Operates within and strictly adhere to and comply with all applicable MCA Statutes and ARM's pertaining to Coroners; Prioritizes and manages in order to efficiently and effectively investigate death scenes; Testifies at inquests, hearings and court trials and proceedings; Attends trainings, meetings, briefings, conferences and workshops as requested, authorized and assigned; Becomes certified in Narcan usage and manages the CCSO Narcan Program; Manages the CCSO Prescription Drug Disposal Program; Within established guidelines and parameters, provides educational talks on the CCSO Coroner's Office and the various deaths investigated, including but not limited to, overdose deaths, accidental deaths, suicides, etc.; Maintains professional and effective communication with funeral home personnel, medical personnel, court personnel, law enforcement and the general public; Maintains a high level of confidentiality and strictly adheres to and complies with HIPAA, County, state and federal privacy and criminal justice information laws, rules, policies, guidelines and practices; Works long hours when required; Answers questions and called out at various times outside of normal business hours to respond to and assist with death investigations; Performs other duties as required or assigned.

Knowledge and understanding of:

The responsibilities, duties and functions of a Coroner under the MCA and the ARM's; Cascade County Geography and rural roadways; Skill in the use of cameras and other technology as needed; Ability to photograph, collect, log, process, and submit evidence; Crime scene and evidence storage and safeguarding protocols; Recordkeeping, report preparation, filing methods and records management techniques; Professional, respectful and effective communication; Legal, medical, and law enforcement terminology; Medication and firearms; Administrative and clerical procedures and systems; Modern office equipment, practices and procedures; Microsoft Office software including Word, Excel, Internet and Outlook; Budgets and the management thereof; HIPAA, County, state and federal privacy and criminal justice information laws, rules, policies, guidelines and practices; County/CCSO policies, procedures, guidelines and standards; County/CCSO safety policies, rules, procedures and practices.

Skill in:

Obtaining facts from observations; Applying rules, regulations and policies to applicable standards; Effective and professional written and verbal communication; Effective and professional interpersonal communication; Efficient organization, time management, planning and accuracy; Effective and professional customer service and public relations; Using tact, discretion, initiative and independent judgment within established guidelines.

Ability to:

Observe accurately and relay observations; Analyze situations and combine pieces of information to form general rules or observations and determine what occurred; Read, interpret, understand and communicate responsibilities, duties and functions of a Coroner under the MCA and the ARM's; Strictly adhere to and comply with all applicable privacy and criminal justice information laws, rules, policies, guidelines and practices; Employ and enforce safety practices and procedures; Respond promptly to requests for service and assistance from the public, various agencies and law enforcement personnel; Work collaboratively and observe established lines of authority through the CCSO designated chain of command; Follow verbal and written instructions and read and comprehend materials; Prepare accurate, reliable and grammatically correct written reports containing findings, recommendations and medical terminology; Proficiently operate a computer using word processing, spreadsheets and database applications to complete assigned job duties; Interact and communicate, both in technical and non-technical terms orally and in writing, with co-workers, supervisors, other county employees, other agency personnel, law enforcement personnel, medical personnel, funeral home personnel and the general public in a professional, respectful and courteous manner; Interact and communicate with individuals of varying and diverse social, economic and cultural backgrounds, often in sensitive, controversial and stressful situations, in a professional, respectful, courteous and empathetic manner; Establish and maintain professional, respectful and effective working relationships with co-workers, supervisors, other county employees, other agency personnel, law enforcement personnel, medical personnel, funeral home personnel and the general public; Adapt to changes in the work environment and deal with frequent change, delays and/or unexpected events; Effectively handle and cope with stressful situations and conflict; Perform a variety of tasks with accuracy and a degree of speed under the pressure of time sensitive deadlines in various environments; Accept responsibility and be self-motivated; Demonstrate punctuality and observe assigned work hours; Work outside normal business hours; Lift, push or maneuver an average body weight of 100 to 200 pounds, or more, both alone and with assistance.

The successful applicant shall serve a 6-month probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference must provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification and Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER