



CORONER REMOVAL TECHNICIAN JOB DESCRIPTION

Job Title: Coroner – Removal Technician

Job Code: CO110CR

Pay Grade: Casual Grid

Effective Date: December 2023

FLSA: Non-Exempt

Revision Date: December 2023

NATURE OF WORK

Under general supervision, performs transportation services of decedents under the jurisdiction of the Coroner's Office.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Responds to the scene of a death as directed by Deputy Coroner.
- Works with team members to facilitate the removal of the decedent from the scene.
- Transports the decedent to the morgue or other locations as directed by the case Deputy Coroner.
- Secures the decedent at the morgue as directed by the case Deputy Coroner.
- Completes all required documentation regarding decedent transports and vehicle operations.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in internal and external environments with exposure to inclement weather for extended periods of time; heavy physical demands with the ability to lift and maneuver 100lbs, and frequent use of a personal computer.

EMPLOYMENT STANDARDS:

High School diploma or GED equivalent; must possess a valid Driver's License and clean driving record. Must be 18 years of age or older. Must be able to successfully complete a background check and a physical capacities test. Specific technical training and certifications may be required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Applicable Federal, state, and City codes, laws, statutes, and ordinances.
- Principles and practices of scene safety and security.
- Techniques of lifting decedents and securing a death scene.

Job Title: Coroner Removal Technician

Job Code: C0110CR

- Principles of record keeping and records management.
- Customer service and public relations methods and practices.
- Basic concepts/procedures related to the criminal justice system.
- Basic procedures and techniques of evidence preservation.
- Procedures for death scene and evidence preservation and documentation.

Skills in:

- Reading, understanding, interpreting and applying relevant County, State and Federal statutes, codes, rules, and regulations.
- Maintaining accurate records.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers.
- Communicating effectively verbally and in writing.