



## EFFINGHAM COUNTY BOARD OF COMMISSIONERS

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|-------------------------------------|--------------------------------|
| <b>Job Title: Deputy Coroner</b>    | <b>Job Code:</b>               |
| <b>Reports to: Coroner</b>          | <b>FLSA Status: Non-Exempt</b> |
| <b>Department: Coroner's Office</b> | <b>Approved:</b>               |

### **Purpose of Classification:**

The Deputy Coroner assists the Coroner in performing the statutory duties of the Coroner's Office as prescribed by Georgia law. Under the direction of the Coroner, the Deputy Coroner responds to reportable deaths, conducts death investigations, assists at death scenes, coordinates with law enforcement and emergency responders, and maintains accurate investigative records.

This position serves on an as-needed basis and participates in an on-call rotation to provide twenty-four (24) hour coverage for the Coroner's Office. Work is performed independently with considerable judgment and discretion in sensitive and often emotionally difficult situations.

Compensation for this position shall be in accordance with the County Compensation Plan and may include an on-call stipend, per-case compensation, hourly compensation, or another compensation method approved by the County.

**Essential Functions:** The following duties are illustrative and not exhaustive. Incumbents may be assigned additional responsibilities as organizational needs evolve.

- Serves in an on-call capacity and responds to death investigations as assigned by the Coroner.
- Responds to scenes involving deaths that fall under the jurisdiction of the Coroner.
- Conducts death investigations in accordance with Georgia law and County policy.
- Coordinates with law enforcement agencies, EMS, fire departments, hospitals, funeral homes, physicians, and the Georgia Bureau of Investigation.
- Collects and documents investigative information through written reports, interviews, photographs, and observations.
- Assists with identification of deceased individuals and notification of next of kin.
- Maintains chain of custody for personal property and evidence when applicable.
- Arranges transportation of decedents when necessary.
- Prepares accurate reports and maintains confidential records.
- Provides testimony in court when required.
- Maintains confidentiality and performs other related duties as assigned.
- Work Schedule



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- This is a part-time position with no guaranteed minimum number of work hours. The Deputy Coroner serves on an on-call basis according to a schedule established by the Coroner. Work hours vary depending upon reportable deaths and operational needs.
- Days
- Evenings
- Overnight hours
- Weekends
- County holidays
- Emergency situations
- Natural disasters and mass casualty incidents

### On-Call Responsibilities

- Participate in an established on-call rotation.
- Maintain reliable telephone communication while on call.
- Respond promptly to assigned death scenes throughout the County.
- Remain physically and mentally fit for duty while serving on call.
- Report within the response time established by the Coroner.
- Carry and properly use County-issued equipment.
- Notify the Coroner immediately if unable to respond during an assigned on-call period.

### Preferred Education, Experience, and Attributes and Qualification Requirements:

#### Minimum Qualifications

- High school diploma or GED.
- At least 25 years of age.
- Valid Georgia driver's license with an acceptable driving history.
- Ability to pass a criminal background investigation.
- Ability to complete all required Georgia Coroners Training Council training.
- Ability to work evenings, weekends, holidays, and overnight hours.
- Ability to respond to emergency calls throughout Effingham County.

#### Preferred Qualifications

- Associate's or Bachelor's degree in a related field.
- Experience in law enforcement, EMS, fire service, healthcare, military, funeral services, investigations, or emergency management.
- Current CPR certification.

#### Physical Requirements

- Walk, stand, bend, kneel, climb, and work in varying weather conditions.
- Lift and carry up to 50 pounds and assist with movement of deceased persons using appropriate equipment and assistance.



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- Work around bloodborne pathogens, biohazards, decomposition, and other hazardous conditions while wearing appropriate PPE.

### **Knowledge, Skills, and Abilities**

- Knowledge of social media platforms, digital content standards, public communication practices, and audience engagement methods.
- Knowledge of public records, copyright, brand standards, digital accessibility, comment moderation limits, and confidentiality principles applicable to public-sector communications.
- Skill in writing clear, concise, accurate, plain-language content for diverse public audiences.
- Skill in creating graphics, short-form video, photography, captions, posts, stories, and campaign materials appropriate for official government use.
- Skill in using analytics to evaluate performance and improve public communication outcomes.
- Ability to manage multiple deadlines, coordinate information from several departments, and maintain accuracy under time pressure.
- Ability to respond professionally to public inquiries, criticism, misinformation, sensitive topics, and controversial issues.
- Ability to preserve neutrality and avoid political advocacy, personal opinion, or unauthorized policy positions in official County communications.
- Ability to maintain confidentiality and exercise sound judgment with sensitive, emergency, personnel, legal, or security-related information.

### **Performance Aptitudes**

#### Data Utilization:

- Requires the ability to review, classify, categorize, prioritize, and/or analyze data. This includes discretion in determining data classification and referencing such analysis to established standards to recognize actual or probable interactive effects and relationships.

#### Human Interaction:

- Requires the ability to apply principles of persuasion and/or influence.
- Equipment, Machinery, Tools, and Materials Utilization:
- Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

#### Verbal Aptitude:

- Requires utilizing various references, descriptive, and/or advisory data and information.

#### Mathematical Aptitude:



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- Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include the ability to perform mathematical operations with fractions; may consist of the ability to compute discount, interest, profit and loss, ratio and proportion; may consist of the ability to calculate surface areas, volumes, weights, and measures.

### Functional Reasoning:

- Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

### Situational Reasoning:

- Requires the ability to exercise judgment, decisiveness, and creativity in situations involving evaluating information against measurable or verifiable criteria.

## ADA Compliance

### Physical Ability:

- Tasks require exerting moderate, though not constant, physical effort. They typically involve activities such as climbing, balancing, stooping, kneeling, crouching, and crawling. They may include lifting, carrying, pushing, and/or pulling objects and materials of moderate weight (12-20 pounds).

### Sensory Requirements:

- Some tasks require the ability to perceive and discriminate visual cues or signals, and some require the ability to communicate orally.

### Environmental Factors:

- Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, temperature extremes, or traffic hazards.

\*\* To comply with regulations by the Americans with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the duties' purpose and result rather than how they are performed. The following definition applies: a job function is essential if removing that function would fundamentally change the job.