



Office of Human Resources
Coroner's Investigator I - CE3155
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General Statement of Duties

Performs entry-level to intermediate level investigation work regarding deaths reportable to the Coroner as per the CRS 3010-606 to determine cause/manner of death.

Distinguishing Characteristics

The Coroner's Investigator I is distinguished from the Coroner's Investigator II, which performs full-performance level criminal/civil investigation work conducting investigations to ascertain the cause, manner, and circumstances of reportable death.

This class is distinguished from the Criminal/Civil Investigator and the Senior Criminal/Civil Investigator classes by the type of criminal/civil investigation work performed; planning/conducting investigations related to alleged or suspected criminal violations of Federal, state, or local laws to determine if evidence is sufficient to recommend prosecution.

Essential Duties

Conducts investigations and ascertains the cause, manner, and circumstances of reportable death. Communicates details of the investigation to the Medical Examiners as appropriate.

Determines investigative technique, scope, timing and direction of investigations.

Locates the next of kin by contacting designated representatives, treatment agencies, family members, insurance companies, and other interested parties.

Researches and verifies decedent identity through police records, treatment agencies, employers, and description from friends and family, and uses medical history, x-rays, fingerprints, dental information and insurance reports to compile supplemental reports.

Verifies cause of death for death certificate investigation to determine if further investigation by the Coroner's Office is required.

Evaluates and preserves all information and documentation gathered, secures personal effects, home, and other personal property of decedent pending arrival of family, personal representative, or public administrator.

Maintains investigation records including reports of decedents, statistical data from logs, and special project assignments.

Performs research, assembles and organizes documents, and provides information to insurance companies, attorneys, and other interested parties.

Actively participate on the department's emergency preparedness and response team(s) to support meeting the department's public health and environmental responsibilities outlined in the city's Emergency Operations Plan.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables, applies what is learned from written material to specific situations.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Knowledge of investigation techniques sufficient to be able to conduct comprehensive investigations.

Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.

Level of Supervision Exercised

None

Education Requirement

Graduation from high school or possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Two (2) years of professional experience conducting comprehensive investigations of complex criminal/civil cases, or a related field. One (1) year of internship with the Denver Office of the Medical Examiner could substitute for one (1) year of required experience.

Education & Experience Equivalency

One (1) year of the appropriate type and level of education may be substituted for each required year of experience.

Licensure & Certification

This job requires driving. Requires a valid Driver's License at the time of application.

Condition of Employment: It is a condition of employment that the Denver Police Forensics & Evidence Division form for consent for collection of a DNA sample be completed at the time of hire.

Working Environment

Potential exposure to infection from disease-bearing specimens.
Potential exposure to hazards of handling diseased organs and tissues.
Potential exposure to the risk of blood borne diseases.
Potential exposure to hazards from electrical/mechanical/power equipment.
Potential exposure to odorous chemicals and specimens.
Subject to cuts and burns.
Subject to injury from moving parts of equipment.
Subject to long irregular hours.
Subject to varying and unpredictable situations.
Exposed to unpleasant elements (accidents, injuries, and illness).
Handles emergency or crisis situations.
Subject to many interruptions.
Pressure due to lengthy interviews and interrogations.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Carrying: Transporting or moving an object.
Climbing: Ascending or descending an object or ladder.
Crouching: Positioning body downward and forward.
Fingering: Picking and pinching, through use of fingers or otherwise.
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
Hearing: Perceiving and comprehending the nature and direction of sounds.
Kneeling: Assuming a lowered position.
Lifting: Moving objects weighing no more than 50 pounds from one level to another. On occasion must lift between 150-200 lbs.
Pulling: Exerting force upon an object so that it is moving to the person.
Reaching: Extending the hands and arms or other device in any direction.
Standing: Remaining in a stationary position.
Stooping: Positioning oneself low to the ground.
Walking: Ability to move or traverse from one location to another.

Background Check Requirement

Criminal Check
Employment Verification
Motor Vehicle Record
DNA Sample

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: E-624

FLSA Code: N

Established Date: 4/1/2019

Established By: SO

Revised Date: 12/17/2020

Revised By: BM

Class History:

Updated minimum education and experience requirements – removed degree requirement, increased experience requirement, and changed equivalency statement.