



## Career Service Authority

### Coroner's Investigator

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#### GENERAL STATEMENT OF CLASS DUTIES

Performs full-performance 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* 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.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

#### ***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, gathered and discretion and judgement are required within the parameters of the job function.

***Level of Supervision Exercised:***

By position, performs lead work.

**ESSENTIAL DUTIES**

Conducts investigations and ascertains the cause, manner, and circumstances of reportable death.

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.

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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.

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**MINIMUM QUALIFICATIONS**

***Competencies, Knowledges & Skills:***

**Integrity/Honesty** - Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

**Writing** - Recognizes or uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner and produces written information which may include technical material that is appropriate for the intended audience.

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

**Decision Making** - Makes sound, well informed and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish organizational goals, and causes change.

**Legal Government and Jurisprudence** - 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.

**Oral Communications** - Expresses information to individuals or groups effectively, taking into account the audience and nature of the information, makes clear and convincing oral presentations, listens to others, attends to nonverbal cues, and responds appropriately.

**Stress Tolerance** - Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).

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

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

**Interpersonal Skills** - Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, deals with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

**Problem Solving** - Identifies problems, determines accuracy and relevance of information, uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Self-Management** - Sets well defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

**Teamwork** - Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

**Self-Esteem** - Believes in own self-worth, maintains a positive view of self, and displays a professional image.

**Planning and Evaluating** - Organizes work, sets priorities, determines resource requirements, determines short or long term goals and strategies to achieve them, coordinates with other organizations or parts of the organization, monitors progress, and evaluates outcomes.

**Information Management** - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

**Flexibility** - Is open to change and new information adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles, effectively deals with ambiguity.

**Memory** - Recalls information that has been presented previously.

**Eye-Hand Coordination** - Accurately coordinates one's eyes with one's fingers, wrists, or arms to perform job-related tasks (for example, to move, carry or manipulate objects).

**Peripheral Vision** - Sees objects or movement of objects to one's side when the eyes are focused forward.

**Learning** - Uses efficient learning techniques to acquire and apply new knowledge and skills and uses training, feedback, or other opportunities for self learning and development.

**Agility** - Bends, stretches, twists, or reaches out with the body, arms, or legs.

**Creative Thinking** - Uses imagination to develop new insights into situations, applies innovative solutions to problems, and designs new method where established methods and procedures are inapplicable or are unavailable.

**Stamina** - Exerts oneself physically over long periods of time without tiring (which may include performing repetitive tasks such as data entry or coding).

**Visual Identification** - Accurately identifies people, animals or objects based on knowledge of their characteristics.

**Depth Perception** - Accurately judges which of several objects is closer or farther away from the observer, or the distance between an object and the observer.

**Leadership** - Influences, motivates, and challenges others and adapts leadership styles to a variety of situations.

**Visual Color Discrimination** - Accurately matches or detects differences between colors, including shades of color and brightness.

**Physical Strength** - Exerts maximum muscle force to lift, push, pull, or carry objects; performs moderately laboring work.

**Spatial Orientation** - Knows one's location in relation to the environment, determines where other objects are in relation to one's self (for example, when using a map).

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

Skill in investigating and analyzing information relative to the work assignment.

### ***Physical Demands:***

Standing: remaining on one's feet in an upright position.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Hearing: perceiving the nature of sounds by the ear.

### ***Working Environment:***

Exposed to infection from disease-bearing specimens.

Exposed to hazards of handling diseased organs and tissues.

Exposed to the risk of blood borne diseases.

Exposed to hazards from electrical/mechanical/power equipment.

Exposed 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.

***Education Requirement:***

Baccalaureate Degree in Criminal Justice, Law Enforcement, Nursing, or a related field.

***Experience Requirement:***

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

***Education/Experience Equivalency:***

Additional appropriate type/level of related experience may be substituted for the minimum education requirement on a year-by-year basis.

***Licensure and/or Certification:***

Possession of valid Colorado Class "R" Driver's License at the time of application

**CLASS DETAIL**

***FLSA CODE:*** Non exempt

***ESTABLISHED DATE:*** 09/16/1995

***REVISED DATE:*** 08/10/2008

***REVISED BY:*** Hameed Pousti

***CLASS HISTORY***

09/1995—This class was originally established.  
03/2005—This class was moved into the new format.  
10/2006—The General Statement of Duties was revised to allow more coverage as well as minimum qualification requirements to include the interns work experience with the Denver Office of the Medical Examiner for experience requirements.  
08/2008—Minimum experience requirement was revised to remove previously interns work experience with the Denver Office of the Medial Examiner from the experience requirement section of the spec.