



Office of Human Resources
Coroner's Investigator Lead - CE3157
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General Statement of Duties

Performs regularly assigned lead work over full performance Investigation work regarding deaths reportable to the Coroner as per the CRS 30-10-606 to determine cause/manner of death.

Distinguishing Characteristics

The Coroner's Investigator Lead performs permanently assigned lead criminal/civil investigation lead work conducting investigations to ascertain the cause, manner, and circumstances of reportable death. This class is distinguished from the Coroner's Investigators and performs supervisory duties over Coroner's Investigators engaged in performing full performance level work.

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

Performs lead work over Coroner's Investigators working regarding deaths reportable to the Coroner as per the CRS 30-10-606 to determine cause/manner of death. Communicates details of the investigation to the Medical Examiners as appropriate.

Assists the Supervisor of Investigations with all pertinent duties. Functions as the Supervisor of Investigations in his/her absence. Oversees shifts and assist the Supervisor of Investigations in reviewing cases daily.

Provides on-the-job training, mentors new and established employees, and assists Coroner's Investigators on difficult or complex investigations.

Develops or modifies work plans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage.

Provides work instruction and assists employees with difficult and/or unusual work assignments.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines appropriate solutions.

Contributes to the development of performance goals, documents performance, provides performance feedback, and provides information to inform the formal performance evaluation.

Trains new employees and ensures continuing education for all employees. Responds orally to informal grievances and relays information to the supervisor.

Documents situations which may be cause for disciplinary action and provides this information to the supervisor.

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.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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

Performs lead work over Coroner's Investigators.

Education Requirement

Bachelor's Degree in Criminal Justice, Law Enforcement, Psychology, Social Sciences, or a related field.

Experience Requirement

Four (4) years of professional experience conducting comprehensive medicolegal death investigations. 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 experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

Requires a medicolegal death investigator certification by the ABMDI.

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.
Potential exposure 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
Education Verification
Certification Verification
DNA Sample

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: NE-18

FLSA Code: N

Established Date: 4/1/2019

Established By: LS

Revised Date: 8/3/2020

Revised By: BM

Class History: 8/3/2020 - Updated years of experience to distinguish from Coroner's Investigator Supervisor.
9/21/2020 – Updated years of experience and other minor edits.