



Office of Human Resources  
Coroner's Investigator Supervisor - CE3164  
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### General Statement of Duties

The Coroner's Investigator Supervisor performs professional and supervisory over the Coroner's Investigators who perform regularly assigned investigation work regarding deaths reportable to the Coroner as per the CRS 3010-606 to determine cause/manner of death.

### Distinguishing Characteristics

Supervises and directs the work and activities of employees in the Coroner's Investigator series. This class is distinguished from the Coroner's Investigator Lead, which performs permanently assigned criminal/civil investigation lead work

This class is distinguished from the Investigator Supervisor 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

Reviews all case files and documents to evaluate credibility of evidence, including investigator testimony, and insure all phases of the investigation are complete.

Establishes and maintains effective working relationships with other public and private entities. Assists management staff with special projects.

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

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems encountered during daily operations and determines appropriate solutions; promotes teamwork. Encourages regular communication, informs staff of relevant business issues and their impact on the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Documents causes for disciplinary action and initiates letters of reprimand and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

By position, participates in planning and managing budget systems; prepares and presents budget recommendations to higher management; adjusts work plans/activities as a result of budget changes.

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**

**Decisiveness** - Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.

**Delivering Results** - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

**Influencing** - Collaborates with, persuades and influences others.

**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.

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

**Coaching** - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**Written Communication** - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

### **Knowledge & Skills**

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.

Knowledge of legal research techniques and civil investigation procedures sufficient to be able to determine relevant information, locate reference material, compile and analyze appropriate information and formulate logical recommendations.

Skill in applying existing guidelines or creating new approaches to the development and modification of work plans, methods and procedures for the work unit or function.

### **Level of Supervision Exercised**

Supervises two or more employees who do not supervise.

### **Education Requirement**

Bachelor's Degree in Criminal Justice, Business Administration, Public Administration, Political Science or a related field.

### **Experience Requirement**

Ten (10) years of professional experience conducting comprehensive medicolegal death investigations.

**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**

Subject to many interruptions.

Pressure due to multiple calls and inquiries.

Potential exposure to patient elements.

Potential exposure to toxic chemicals.

Potential exposure to unpleasant elements (accidents, injuries and illness).

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

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

Accommodation: Ability to bring objects into focus.

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Color vision: Ability to distinguish and identify different colors.

Depth Perception: Ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

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.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Pulling: Exerting force upon an object so that it is moving to the person.

Pushing: Exerting force upon an object so that it moves away from the person.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Standing: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

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: EX-10**  
**FLSA Code: Y**  
**Established Date: LS**  
**Established By: 4/5/2019**  
**Revised Date:**  
**Revised By:**  
**Class History:**