

Interested individuals must come to the Human Resources Office to complete an application for the position between the hours of 8:00 and 5:00, Monday through Friday or online at the Pulaski County website at www.pulaskicounty.net. The Human Resources Office is located in Suite 100 of the Pulaski County Administration Building - 201 S. Broadway, Little Rock.

**POSITION:** SENIOR DEPUTY CORONER  
*This position is open to Pulaski County Employees and the General Public.*  
**POSITION NO:** 009  
**STARTING SALARY:** \$44,522 - \$49,795  
**DEPARTMENT:** CORONER (2700)

**This position is designated as a safety sensitive position pursuant to Arkansas Act 593.**

**PRIMARY RESPONSIBILITIES/FUNCTIONS:** Responsible for the investigation of human death cases reported to the coroner under Arkansas law and rendering of rulings as to cause, manner, and time of death.

**ESSENTIAL JOB FUNCTIONS:**

- Receives and investigates reports of human deaths within the County as prescribed by law and policies.
- Investigates death scenes by gathering of evidence, photographing the area and body, measuring and sketching scene and location of victim, and recording all details of scene, victim, and circumstances that would facilitate the identification of cause and nature of death.
- Interviews witnesses, family members, acquaintances and friends of victim and investigative personnel to determine pertinent facts concerning the death.
- Prepares and transports deceased bodies to appropriate agencies.
- Examines physical changes such as lividity, temperature, and rigor mortis of deceased body to determine time and position at death.
- Examines nature of any wounds to determine exact cause of death.
- Draws body fluids such as blood, vitreous humor, and urine from victims for lab analysis and prepares reports for submission of samples to proper investigative agency.
- Maintains written narrative reports on each case investigated and puts records into computer; submits reports with determination of nature of death to supervisor for review and completion of death certificates.
- Attends autopsies and assists Medical Examiner as requested.
- Answers questions from family members, insurance companies, investigative personnel, attorneys, funeral homes, etc., regarding death investigations.
- Ensures County vehicle maintenance and maintenance of supply and equipment inventory.
- May be required to issue subpoenas, swear witnesses or exercise the power of arrest as necessary during investigations.
- Conducts classes for Law Enforcement Agencies, emergency personnel, and the general public concerning crime scene and evidence preservation, investigative methods and procedures, suicide prevention, criminal behavior, etc.
- Testifies in court regarding death scene investigations.
- Performs other related duties as required.

**NUMBER OF PERSONNEL SUPERVISED:** 0

**REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:**

Considerable knowledge of the principles, practices, and terminology of forensic medicine. Comprehensive knowledge of criminal investigative techniques. Considerable knowledge of interviewing techniques and methods.

Ability to prepare detailed written narrative reports. Ability to maintain a detailed record keeping system.

Ability to tactfully and effectively communicate with and gather information from family and friends of victims, investigative personnel, attorneys, and the general public. Ability to conduct duties in uncomfortable weather conditions including cold, heat, rain, etc. Ability to remove fluid samples from deceased bodies. Skill in the operation of a computer.

**PHYSICAL REQUIREMENTS:**

Ability to lift and carry loads up to 150 pounds with assistance. Ability to climb ladders, trees, and other obstacles within crime scenes. Visual acuity sufficient to observe details at death scene. Manual dexterity necessary to sketch death scene, operate computer keyboard, and draw body fluids. Ability to communicate orally, individually and to groups. Ability to work in a constant state of alertness and in a safe manner. Ability to concentrate for long periods of time.

**WORKING CONDITIONS:**

Work is primarily performed in the field and may require performance of duties in uncomfortable weather conditions including cold, heat, rain, etc.

**MINIMUM QUALIFICATIONS:**

Completion of high school; completion of training in forensic medicinal methods and terminology; considerable experience with death scene investigation or any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

**ADDITIONAL REQUIREMENTS:**

Must possess or be able to immediately obtain a valid Arkansas Driver's License. Must have vision level of or correctable to 20/20. Must be 21 years of age or older. Must pass criminal and personal background investigation.

Must be able to complete training for certification by State Crime Laboratory for the removal of body fluids for toxicology testing. Must obtain certification as law enforcement instructor by the Arkansas Commission on Law Enforcement Standards and Training within one year of employment. Employment is contingent upon satisfactory completion of the following pre-employment requirements: criminal background check, drug screening, sexual offender check, traffic offense check, and a job related physical examination by appropriate licensed agencies.

Subject to random drug testing.

**OPEN DATE: 09-14-18**

**CLOSE DATE: 09-20-18 (5:00 p.m.)**

**Please Note:** Applications will not be accepted after the Close Date. A selection will not be made until the Close Date and all applications have been received by the selecting official.