



# Employment Opportunity

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## Coroner Investigator I

The East Baton Rouge Parish Coroner's Office in Baton Rouge, Louisiana is seeking an individual to conduct death investigations, mental health and sexual assault investigations utilizing nationally recognized standards and best practices. Work is performed under unusual and unpleasant conditions and is subject to call on a 12-hour a day basis.

This recruitment will be used to establish an eligible list of candidates from which future vacancies in this classification may be filled. *A background investigation and a drug screening will be required for qualifying candidates.*

Recruitment ends 4:30 p.m., Friday, November 1, 2013. Interested individuals must file a completed official East Baton Rouge Parish Coroner's Office Employment Application and deliver to the East Baton Rouge Parish Coroner's Office. Application and materials must be submitted by the closing date above. An application received after the stated deadline into the East Baton Rouge Parish Coroner's Office will **not** be considered as being filed in a timely manner. Applications can be found on the East Baton Rouge Parish Coroner's Office Website at [EBRPCO Employment Application](#).

### Essential Functions

- Responds to, conducts and reports death, mental health and sexual assault investigation using nationally recognized standards and best practices.
- Investigates all cases determined to fall under the jurisdiction of the Coroner in a courteous, prompt and professional manner.
- Prepares, documents and communicates accurate and concise reports of all investigations in a timely manner.
- Other duties as assigned including but not limited to: Assisting in autopsies as needed, maintaining logs and inventory, assisting with administrative functions for co-workers for continuity of service.

### Minimum Qualifications

- Completion of a standard high school program or any equivalent combination of experience and training which provides the desired knowledge, skills and abilities. Two years of investigative experience in death investigation, law enforcement or military investigation or a closely related field; or an Associate of Arts degree or higher from an accredited college or university in Forensic Science, Criminal Justice or closely related field.
- Possession of a valid Louisiana Driver's License and satisfactory driving record.
- Willingness to be available 12 hours a day, 365 days a year without regard for holidays and personal commitment.
- Required to work rotating shifts, including nights, weekends and holidays.
- Required to carry office issued cell phones for emergency response.

### Knowledge, Skills and Abilities

- Ability to complete the Louisiana Peace Officer Standards and Training (P.O.S.T.) Firearms Pre-Academy Course, including written general firearms knowledge course and Louisiana Peace Officer Standards and Training (P.O.S.T.) Firearms Qualifications course
- Knowledge of modern methods of death investigation
- Ability to complete the Medicolegal Death Investigators course

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- Knowledge of human anatomy
- Ability to work with deceased human bodies under varying conditions
- Ability to accurately write reports and routine business correspondence
- Ability to effectively present information and respond to questions from managers, clients, customers, partner agencies and the general public
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals
- Ability to work mathematical concepts such as probability and statistical inference
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in writing, oral, or diagram form
- Ability to effectively utilize a computer, cellular device, two-way radio and camera
- Ability to maintain emotional stability while working with bodies in various stages of decomposition
- Ability to deal courteously with families of deceased individuals, officials, partner agencies and the general public
- Ability to maintain pleasant working relationships
- Ability to perform multiple tasks simultaneously
- Ability to perform duties both outside and inside in varying conditions including extreme heat, extreme cold, and wet and/or humid weather, etc.
- Ability to work in high precarious places, small confined spaces, etc.
- The employee may be exposed to fumes, airborne particles, toxic/caustic chemicals, and body fluids, etc.
- Ability to withstand odors associated with bodies in varying stages of decomposition
- Required to push/pull/lift 100 to 500 or more pounds with appropriate safety equipment and stand for long periods of time
- Extensive local travel required. Some long distance travel and overnight stays as required.

## Competencies

To perform the job successfully, an individual must demonstrate the following:

- Problem solving
- Customer service
- Judgment
- Decision making
- Discretion
- Oral communications
- Written communication
- Quality management
- Organizational support
- Strategic thinking
- Professionalism
- Quality
- Quantity
- Safety and security
- Adaptability
- Attendance/punctuality
- Dependability
- Initiative