

Coroner Supervisor – Chautauqua County Government

Department of Health

Chautauqua County Department of Health is seeking to fill a Coroner Supervisor position to work out of the Mayville, New York offices. This position is a management level position involving the responsibility of supervising part-time Coroners during the performance of shift operations as well as conducting professional investigations into circumstances around unnatural deaths within the County as prescribed by law. Work is performed under the Chief Medical Officer or higher ranking official with considerable latitude allowed for independent judgment in carrying out the tasks of a coroner and the direction and assignment of subordinate personnel. Does related work as required. Salary commensurate with experience.

This position is being filled from approved applications received.

TYPICAL WORK ACTIVITIES:

- Plans, directs, schedules personnel and assigns work duties to Coroner staff;
- Provides training support, leadership and guidance for Coroners;
- Manages the administrative needs of the program, including payroll, recruitment and on-boarding of new Coroners;
- Assists in the development and execution of operation procedures and standards within the scope of authority;
- Provides quality control to ensure coroners are following set standards;
- Works collaboratively with agencies and organizations addressing needs and concerns of the County;
- Builds and maintain positive working relationships with co-workers, County employees and the public using principles of good customer service.
- Responds to and investigates deaths, including the collection of evidence, of persons who die within the county, or whose body is found within the county;
- Assumes responsibility for pronouncement of death;
- Takes charge of the dead body, having it transported to the morgue, and receiving the body at the morgue;
- Collects and preserves physical and biological evidence at the scene of death to be used as evidence or for further forensic investigation;
- Maintains records to preserve chain of evidence;
- Correlates sequence of events that led to death;
- Assists in development of standards, policies, and procedures necessary to improve investigation operations;
- Prepares necessary records and reports on deaths;
- Takes photographs of the scene and of the dead body;
- Testifies as an expert witness in court as needed;
- Maintains confidentiality and discretion.

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Personal Days | |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |
| - Mileage Reimbursement when applicable | - Life Insurance |

Must Meet Minimum Qualifications:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree or higher in criminology, medicine, forensic, mortuary or related science field plus one (1) year of supervisory experience; OR

- B. Possession of a license issued by the State of New York to practice as a Registered Professional Nurse at the time of application, appointment, and during service in this classification plus one (1) year of supervisory experience; OR
- C. Five years of full-time professional experience in criminology, medicine, forensic or mortuary, one (1) year of which must have included supervision.

Additional Requirement: Ability to meet the regular transportation requirements in carrying out field work assignments at time of appointment and during service in this classification.

Application Process: Interested candidates must complete an original Chautauqua County Government Application for Employment/Examination available on the county's website: chqgov.com and return it along with any necessary credentials: degree/licensing, to Chautauqua County Department of Human Resources, Gerace Office Building – Room 144, 3 North Erie St, Mayville, NY 14757 or email completed application (including signature) to Countyemploy@chqgov.com

Chautauqua County Government is an Equal Opportunity Employer