

# Wells County, North Dakota

## Wells County Courthouse *County Coroner*

### Job Description

<b>Job Title: County Coroner</b>	<b>Job Status: Part-Time</b>
<b>Department: Coroner</b>	<b>FLSA Status: Exempt</b>
<b>Reports To: Board of County Commission</b>	<b>Effective Date: October 2019</b>

#### ❖ Nature of Work:

As a duly appointed official, is responsible for duties as County Coroner as outlined in North Dakota Century Code, Chapter 11-19. The key responsibility of the County Coroner is to determine the manners and causes of death.

#### ❖ Essential Functions of Work:

- Perform all responsibilities of County Coroner as outlined in North Dakota Century Code Chapters 11-19.
- Determine the manner and cause of death.
- Report death to law enforcement and state forensic examiner when death occurred suddenly when in apparent good health or in a suspicious or unusual manner.
- Provide the state forensic examiner the information concerning the death.
- Report the death of a minor to the department of human services as provided under NDCC 50-25.1
- Keep full and complete records.
- May take custody and refer a deceased human body to the state forensic examiner for autopsy.
- May order the removal of body to hospital facilities or may order, after getting expressed order of the person who is lawfully entitled to custody of the deceased's remains as to the funeral home of the person's choice, the remains removed to such funeral home.
- File death certificate with registrar of vital statistics.
- May order the disinterment of bodies when deemed necessary by the state's attorney, sheriff, or coroner.
- Ensure that relatives or friends of the deceased individual, if known, are notified as soon as possible.
- Perform other duties with similar skill, responsibilities and work conditions, pertaining to the County Coroner, as required.

❖ **Requirements of Work:**

- Ability to create a professional work atmosphere by communicating and maintaining a professional manner with law enforcement and members of the public.
- Ability to work irregular schedules and in high stress situations.
- Ability to perform light physical work and carry up to 30 pounds; the ability to stand, walk, sit, bend, twist, kneel, and reach; the possession of hand/eye coordination to operate a work computer and traditional office equipment; the ability to talk and hear in person or by telephone; and the ability to see and read instructions and reports.
- Ability to travel and be exposed to extremes of weather when going on location to attend meetings or tend to County Coroner related duties.
- Ability to apply appropriate guidelines, either specific or general, to appropriate duty.

❖ **Minimum Training and Experience :**

- Physician licensed under NDCC 43-17 or
- An advanced practice registered nurse or registered nurse licensed under NDCC 43-12.1 or
- A physician assistant licensed under NDCC 43-17 or
- Any other individual determined by the state forensic examiner to be qualified to serve as coroner.
- In those counties in which a coroner does not reside or is not available, the duties of coroner must be performed by the sheriff, the state highway patrol, or any special agent of the bureau of criminal investigation.

❖ **Clarification Clause:**

This job description is not intended and should not be construed to be a complete list of all skills, duties, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in maintaining County Coroner related positions. The job description does not constitute an employment contract or an employment agreement. The County reserves the right to modify job descriptions at any time.

Wells County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.