

# County of Santa Cruz

INVITES YOU TO APPLY FOR:



## SHERIFF'S SUPERVISING CORONER INVESTIGATOR

Promotional Only

Job # 22- RA7-02

Salary: \$8,715– 11,029 / Month

Closing Date: Monday, November 28, 2022

**THE JOB:** Under direction, assist the Forensic Pathologist in overseeing the functions of the Coroner's Division; directs, plans, and supervises the work of the Sheriff-Coroner Investigators and Administrative staff in the Coroner's Office; directs and/or conducts the more complex investigations; ensures maintained compliance with accreditation requirements; and performs other related duties as assigned. **The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.**

**THE REQUIREMENTS:** Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Graduation from High School or G.E.D certificate and a minimum of an associate degree in forensic science, criminal justice, nursing, or other related fields.

### AND

- Four years of experience in investigations at a Coroner's or Medical Examiner's Office.
- Supervisory experience in an investigative field is highly desirable.
- Successful completion of the Peace Officer Standards and Training (POST) Coroner's Death Investigation Course and PC 832 Arrest Course at time of appointment.
- Possession of a valid American Board of Medicolegal Death Investigators (ABMDI) Registration Certificate.
- Successful passage of the Board Certification (Advanced) examination from ABMDI, must be completed within twelve months of appointment.

Please submit copies of your certificates to the Personnel Department at 701 Ocean St., Room 510, Santa Cruz, CA 95060 or via email to [Personnel@santacruzcounty.us](mailto:Personnel@santacruzcounty.us).

**DESIRED QUALIFICATION:** Possession of a valid ABMDI Board Certification.



**Special Requirements/Condition:** Capable of performing all of the classification's essential functions as summarized in the typical tasks section of this job specification with or without reasonable accommodations.

**Physical Ability:** This class requires the ability to manipulate/maneuver up to 100 pounds of body weight, often combined with bending, twisting, or working on irregular surfaces; typically involves some combination of climbing and balancing, stooping, kneeling, crouching and crawling; occasionally requires hiking in mountainous terrain while carrying equipment.

**Sensory Requirements:** Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, forms, textures, or physical appearance associated with job-related objects, materials, tasks, or people; occasionally requires ability to differentiate sounds and odors.

**Environmental Factors:** Exposure to variable temperatures, confined workspaces, and heights; strong unpleasant odors; infectious bio-hazardous materials, such as blood, urine and semen, which might cause chronic disease or death; dust, pollens, chemical irritants; toxic substances; individuals who may be hostile and abusive; evidence that may be disturbing, such as homicide evidence.

**Hours:** May be required to work flexible hours, shifts, weekends, and holidays and be subject to holdover and callback duty; and to provide a telephone number or means by which employee can be reached.

**License Requirement:** Possession and maintenance of valid California Driver License, Class C issued by the California State Department of Motor Vehicles by the time of appointment.

**Background Investigation:** Ability to pass a full background investigation.

**Knowledge:** Thorough knowledge of criminal investigative techniques and practices involving extensive interview, interrogation, research, and report writing; Laws, ordinances, and regulations governing the operation of the Sheriff-Coroner's Office; and criminal law, rules of evidence, and court procedures and testimony. Working knowledge of the organization and function of the Sheriff-Coroner's Office; anatomy, physiology, and medical terminology; office procedures, methods, and equipment including computers and applicable software applications, such as word processing, spreadsheets, power point, and email. Some knowledge of principles of supervision and training.

**Ability to:** Plan, organize, direct, supervise, train, and evaluate the work of Sheriff-Coroner Investigators and administrative staff; Maintain cooperative and effective working relationships in dealing with medical professionals, hospitals, funeral directors, law enforcement agencies, other County departments, public and private organizations, and the general public; make public presentations to groups on the functions and mission of the Sheriff-Coroner's Office and represent the office with a demeanor consistent with the dignity of the office; communicate effectively both orally and in writing, prepare clear and concise reports and correspondence. Gather and evaluate forensic evidence to assist in determining cause and manner of death. Handle routine skilled investigative work and perform the more difficult and specialized investigations.

**THE EXAMINATION:** Your application will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

**HOW TO APPLY:** Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

**Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.**

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

**EMPLOYEE BENEFITS:**

**ANNUAL LEAVE** - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

**HOLIDAYS** - 14 paid holidays per year.

**BEREAVEMENT LEAVE** - 3 days paid in California, 5 days paid out-of-state.

**MEDICAL PLAN** - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

**DENTAL PLAN** - County pays for employee and eligible dependent coverage.

**VISION PLAN** - County pays for employee coverage. Employee may purchase eligible dependent coverage.

**RETIREMENT** - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

**LIFE INSURANCE** - County paid \$20,000 term policy. Employee may purchase additional life insurance.

**DISABILITY INSURANCE** - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

**DEPENDENT-CARE PLAN** - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

**H-CARE PLAN** - Employees who pay a County medical premium may elect this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFA)** - Employees may elect this pre-tax program to cover qualifying health care expenses.

**DEFERRED COMPENSATION** - A deferred compensation plan is available to employees.

**Note: Provisions of this bulletin do not constitute an expressed or implied contract.**

**County of Santa Cruz**  
[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)

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