



CLARK COUNTY
Department of Human Resources
500 S. Grand Central Pkwy, 3rd Floor,
PO Box 551791
Las Vegas, NV 89155-1791

<http://www.clarkcountynv.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
CORONER**

Department Name: Coroner
Exam Number: CORONER-2020

SALARY

\$56.92 - \$88.24 Hourly

OPENING DATE: 10/09/20

CLOSING DATE: 12/04/20 05:01 PM

ABOUT THE POSITION:

NOTE: UPDATED TO REFLECT NEW EXTENDED CLOSING DATE

Clark County is seeking a qualified individual for the Coroner position. This position plans, organizes, administers, reviews and evaluates all staff and activities of the County Coroner/Medical Examiner office; ensures that all state laws and County regulations are observed by staff.

The Coroner is a department head with responsibility for policy development, program planning, fiscal management, personnel administration and the operation of the Coroner's office. The single incumbent is responsible for accomplishing both departmental objectives and for furthering and improving County goals, objectives and services within general policy guidelines.

The Clark County Office of the Coroner/Medical Examiner (CCOCME) investigates all deaths caused by any criminal means, violence, suicide, and any unattended death, whatever the cause. The CCOCME provides identification, performs autopsies or medical examinations, locates next-of-kin, and carries out any other requirements regarding deaths that fall under its jurisdiction.

The Forensic Division is comprised of full-time Medical Examiners and additional Locum Tenens, all of whom are forensic pathologists. Coroner Investigators work closely with the forensic pathologists to determine jurisdiction on deaths that are reported to the coroner's office. There are currently 20 coroner investigator staff and three part-time Forensic Medical Transcriptionists. The Administrative Division is comprised of the Assistant Coroner and seven full-time and seven part-time staff that support the duties of the department.

This examination will establish an Open Competitive and Promotional list to fill current and/or future vacancies that may occur within the next six (6) months or may be extended as needed by the Office of Human Resources.

NOTE: A RESUME AND COVER LETTER ARE REQUIRED IN ADDITION TO THE COMPLETED EMPLOYMENT APPLICATION. CANDIDATES MAY BE INVITED TO THE SELECTION PROCESS BASED ON SPECIFIC CRITERIA LISTED IN THE RESUME, SUCH AS MANAGERIAL EXPERIENCE IN MEDICOLEGAL WORK; LEADING A CORONER/MEDICAL EXAMINER OFFICE; LICENSED PHYSICIAN, SURGEON, OR PATHOLOGIST; ADMINISTRATIVE EXPERIENCE FOR THE SATISFACTORY MANAGEMENT OF THE CORONER'S OFFICE; PRIOR INVESTIGATION EXPERIENCE.

MINIMUM REQUIREMENTS

Education and Experience: Per Clark County Code 2.12.020, Section C, either a physician, surgeon, or pathologist, duly qualified and licensed under and pursuant to the laws of the

state of Nevada to engage in such professional services; or a competent, reputable professional holding at least a bachelor's degree and having a minimum of five (5) years experience in a coroner/medical examiner office and also having the requisite responsible experience in public or business administration for the satisfactory management of the coroner's office; or a competent, reputable professional with a minimum of five (5) years experience in public and/or business administration for the satisfactory management of the coroner's office and a bachelor or higher degree in one of the following: forensic science, biology, chemistry, criminal justice, law, medicine, social work, public health or public administration. Prior Investigative experience desirable.

Working Conditions: Work with exposure to infectious and contagious diseases. Work in violent, traumatic or highly charged emotional environments. Work in off-hours situations on an emergency call-out basis.

Licensing and Certification: Possession of valid Nevada Class C driver's license at time of appointment.

Background Investigation: Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.

Pre-Employment Drug Testing: Employment is contingent upon the results of a pre-employment drug examination.

EXAMPLES OF DUTIES

Plans, manages, reviews and evaluates programs and staff to accomplish the goals and objectives of the County Coroner's office. Oversees or provides for the selection, training, professional development and discipline of staff. Develops and implements goals, objectives, policies, procedures and work standards for the Coroner's office; prepares and administers the department's budget. Establishes program strategies and orientation; analyzes and evaluates anticipated demand for future service. Ensures the performance of the functions of County Coroner as prescribed by state laws and the County codes. Represents the County in various activities and meets with the individuals and groups in both public and private agencies, governmental entities and the general public. Coordinates and administers all contract services. Organizes and directs emergency responses to disasters that require coroner services. Analyzes, evaluates and develops legislation to determine impacts to the County. Coordinates and directs the Coroner Inquest system. Testifies in Court as necessary. Coordinates and directs mortuary removal services in cases under the coroner's jurisdiction. Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures. Operates a motor vehicle to drive to crime scenes and disasters and to attend meetings.

PHYSICAL DEMANDS

Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to crime scenes and disasters and to attend meetings. Vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

An Equal Opportunity Employer

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CORONER Supplemental Questionnaire

- * 1. In order to be considered for this position, you must include a cover letter and resume in addition to the application. You may attach your resume to your on-line application or e-mail to Gabriel.villalta@clarkcountynv.gov. All application materials must be received by the closing date listed on the posting announcement.

- I understand I will be required to submit a cover letter and resume with my application.
- * 2. Applicants may be invited to the selection process based on specific criteria in their resume that may include specific criteria listed in the resume, such as managerial experience in medicolegal work; leading a Coroner/Medical Examiner Office, Licensed Physician, Surgeon or Pathologist; Administrative experience for the satisfactory management of the Coroner's Office, prior investigation experience.
- I understand applicants may be invited to the selection process based on specific criteria in their resume.
- * 3. **The following questions will be used to assist in determining minimum requirements.** Which describes your highest level of education?
- Some college, but have not completed a degree
 Associate's Degree
 Bachelor's Degree
 Master's Degree
 Doctorate Degree or higher
 None of the Above
- * 4. Please indicate the major of your degree.
- Forensic Science
 Biology
 Chemistry
 Criminal Justice
 Law
 Medicine
 Social Work
 Public Health
 Public Administration
 Other
- * 5. If you selected "Other" in the above question, please list the major of your degree.
- * 6. Are you a physician, surgeon, or pathologist duly qualified and licensed in the State of Nevada to engage in such professional services?
- Yes
 No
- * 7. How many years of professional experience do you have in a coroner/medical examiner office?
- No Experience
 Less than 5 years
 5 to 8 years
 8 to 12 years
 More than 12 years
- * 8. How many years were in a management capacity?
- No experience
 Less than 3 years
 3 to 5 years
 5 to 8 years
 8 to 12 years
 More than 12 years
- * 9. How many years of professional experience do you have in public and/or business administration at a management level?
- No Experience
 Less than 5 years
 5 to 8 years
 8 to 12 years
 More than 12 years
- * 10. **The following skills assessment is a self-assessment used to evaluate an applicant's training and experience. I understand that:**

A) Part-time experience must be prorated and credited as half of full-time experience (i.e., if you performed the task for two years in a part-time position, 20 hours per week, you can only credit yourself with one year of experience in that area)

B) Knowledge and experience levels indicated by my skills assessment responses must be supported by the work experience listed on my application;

C) Any falsification or misrepresentation of the information listed on the employment application or skills assessment may result in removal from the eligibility list or rescinding a job offer;

D) Responses to assessment questions that are not supported by the work history listed on the application may result in question scores being adjusted to receive 0 points. The adjusted scores will be used when determining score ranking for interviews;

E) I further understand that since exam scores will be automatically generated based on the applicant's response to each item in the assessment, score appeals will not be allowed for this recruitment.

I understand this recruitment includes a supplemental skills assessment and that the answers I provide must be consistent with the work history detailed on my application and that scoring appeals will not be allowed for this recruitment.

- * 11. How many years of professional, full time management experience do you have in the administration of a coroner/medical examiner's office?
- No Experience
 - Less than 5 years
 - 5 to 8 years
 - 8 to 12 year
 - More than 12 years
- * 12. How many years of professional, full time experience do you have conducting forensic investigations?
- No Experience
 - Less than 5 years
 - 5 to 8 years
 - 8 to 12 years
 - More than 12 years
13. How many years of professional, full time experience do you have in law enforcement?
- No Experience
 - Less than 5 years
 - 5 to 8 years
 - 8 to 12 years
 - More than 12 years
- * 14. How many years of professional, full time management experience do you have in the administration of a public sector department other than a coroner/medical examiner's office?
- No Experience
 - Less than 5 years
 - 5 to 8 years
 - 8 to 12 years
 - More than 12 years
- * 15. Please list the employer where your experience was obtained in the above questions. Type N/A if you have no related experience. See Template Below.
- Employer Name:
Job Title:
Hours Worked Per Week:
Dates of Employment:
Number of Employees

* Required Question