



LAKE COUNTY GOVERNMENT CENTER

2293 NORTH MAIN STREET

CROWN POINT, IN 46307

(Internal / External)

Department: LAKE COUNTY GOVERNMENT

**Location: Lake County Coroner's Office
2900 West 93rd Avenue
Crown Point, IN 46307**

Position: Medico Legal Death Investigator

Classification: Full Time and Part Time

FLSA: Non-Exempt

Direct Reports:

Reports to: Chief Investigator Jeff S. Looney

Requirements: Student / graduate of Emergency Medical Services, Law Enforcement, Criminal Justice and / or Mortuary Science

Purpose of Position/ Summary:

Summary of location and what the purpose of this job is:

Lake County Coroner's Office

The Medico Legal Death Investigator's purpose is **to investigate all Coroner deaths.**

Essential Duties/Responsibilities:

What the job duties or responsibilities are:

The Medico Legal Death Investigator must answer all coroner case calls, go to the death scene, remove body from scene and is responsible for a follow-up investigation, certify the death, must record all information and locate and notify next of kin. The investigator will also be responsible for taking forensic photos. Investigator completes all Coroners' forms, records and collects all evidence and acquires medical records when needed. This position requires employee to work shift work and be able to work overtime when needed. Must have working knowledge of Word and Excel programs. Will be required to complete education to be certified as a Medico Legal Death Investigator.

Physical Requirements: sitting, walking, standing and lifting on average 75 – 100 lbs., physically fit.

QUALIFICATIONS/EDUCATION REQUIREMENTS:

- **High school diploma or equivalent**
- **Basic English, Math and Spelling skills**
- **Availability to work shift work**
- **Customer Service and Basic Telephone etiquette**
- **Must maintain a high degree of professionalism and confidentiality**

OTHER DUTIES:

Perform all other duties as required.

PHYSICAL REQUIREMENTS OF THE POSITION:

Must be physically capable of performing duties including lifting up to 100lbs. Position requires full use of arms, hands, and legs and tolerate continuous periods of repetitive motion activity. Be able to lift, bend, walk, and reach overhead.

RESPONSIBILITY FOR SAFEGUARDING ASSETS:

Make sure that supplies are maintained and are safeguarded.

RESPONSIBILITY FOR RESULTS:

Work should be done on a consistent basis to the satisfaction of supervision, management.

SPECIFIC SKILLS INCLUDE:

Work cohesively with peers, supervisors, staff, and the public service professionals.

All Resumes and applications must be sent to the Lake County Human Resources Department

**Attn: Human Resources
2293 North Main Street
Crown Point, IN 46307**

Applications are located on the 3rd floor of Government Center in Human Resources