| Position: | Ashtabula County Coroner’s Office Part-Time Investigator  
OhioMeansJobs Post #272407087 |
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| Job Description: | Assists Chief Investigator/ Administrator with examining decedent’s body for signs of trauma and/or unusual circumstances; verifies post-mortem changes are consistent with the situation and circumstance; relays the absence of any signs of life to the Coroner for pronouncement of death. Assists the Chief Investigator/ Administrator with surveying death scene; collects information, evidence and other items related to the cause or manner of death; photographs body and surrounding conditions and documents death scenes to preserve circumstance of the death/ scene; requests medical, mental health, and/or employment records; obtains necessary search warrants as directed by prosecutor and/or law enforcement. Interviews family member, physicians, nurses, law enforcement, and EMS to obtain medical history lifestyle patterns incident and other reports related to the case; communicate information with Coroner’s staff and administrative staff; works in a professional manner with the prosecutor and law enforcement; testifies in court or before grand jury if required. Prepares written reports detaining observations and investigation finding; completes inventory and proper packaging of decedent’s valuables for safe return to next of kin; gathers controlled substances (prescriptions) of the deceased for inventory and destruction.  
Position is Part Time, with varying hours  
$23.42 per hour |
| Desired Skills: | Completion of secondary education or equivalent; additional coursework in Coroner Investigator procedures; five (5) or more years of related training and/or experience in law enforcement; or any equivalent combination of education, experience and training which provides the required knowledge skills, and abilities. Must possess a valid Ohio driver’s license and maintain insurability under the county’s vehicle insurance policy; must possess or be willing to obtain a Death Investigation certification issued by the Forensic Schools and Seminars |
| How to apply: | Interested applicants may submit resumes to:  
astewart@ashtabulacounty.us |
| OPEN DATE 4/10/2024 | If you need assistance or have any questions, feel free to contact:  
OhioMeansJobs-Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234  
Please complete the attached OMJ Employment Registration Form and return it to the OhioMeansJobs Center with the job title or job post number so we may assist you with your employment needs.  
Thank you and best of luck  
OhioMeansJobs Ashtabula County |
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