



# NATRONA COUNTY CORONER'S OFFICE

6550 Wildcat Rd., Evansville, WY 82636

Email: NatronaCoroner@natrona.net

Phone: (307) 235-9458

Fax: (307) 235-9608

## APPLICATION FOR EMPLOYMENT

Date:

POSITION APPLIED FOR:

If applying for Coroner Investigator, this position requires lifting up to 200+ lbs. Are you able to perform the essential functions of the position for which you are applying?      Yes      No

Last Name:                                  First Name:                                  Middle Name:

Street Address:

City:                                  State:                                  Zip Code:

Social Security #:                                  Email:

When can you start?

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You may be required to provide documentation.)      Yes      No

Have you ever been convicted of a misdemeanor?      Yes      No

Have you ever been convicted of a felony?      Yes      No

If yes to either, please describe conditions:

Have you ever been employed by Natrona County or one of its affiliated departments or boards?

Yes      No      If yes, provide name of entity and dates:

Have you had the Hepatitis B vaccine series?                      Yes                      No                      Don't know

If yes, date of last injection:

### EDUCATION

High School:

Location:

Years Attended:

Major:

Degree:

College:

Location:

Years Attended:

Major:

Degree:

College:

Location:

Years Attended:

Major:

Degree:

Post-Graduate:

Location:

Years Attended:

Major:

Degree:

Other Training:

Location:

Years Attended:

Major:

Degree:

### SKILLS

In addition to your work history, are there other skills, qualifications, or experience that we should consider? \* Include your experience and training as a medico-legal death investigator. \*

### EMPLOYMENT HISTORY

(Start with most recent employer)

Company Name:

Address:

Telephone:

Date Started:

Starting Position:

Date Ended:

Ending Positon:

Responsibilities:

Supervisor:

May we contact?

Yes

No

Reason for leaving:

Company Name:

Address:

Telephone:

Date Started:

Starting Position:

Date Ended:

Ending Positon:

Responsibilities:

Supervisor:

May we contact?

Yes

No

Reason for leaving:

Company Name:

Address:

Telephone:

Date Started:

Starting Position:

Date Ended:

Ending Positon:

Responsibilities:

Supervisor:

May we contact?

Yes

No

Reason for leaving:

BUSINESS/PROFESSIONAL REFERENCES

Name:

Address:

Telephone:

Position Held:

Name:

Address:

Telephone:

Position Held:

Name:

Address:

Telephone:

Position Held:

EMERGENCY CONTACTS - NEXT-OF-KIN - OTHER

Name:

Telephone:

Address:

Relationship to you:

Name:

Telephone:

Address:

Relationship to you:

I certify that answers given herein are true and complete to the best of my knowledge, and I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event of my employment, I understand that false or misleading information given in my application or interview may result in disciplinary action that could lead to termination of my employment. The Natrona County Coroner's Office is hereby authorized to make any investigations of my prior educational and employment history.

Natrona County, Wyoming and its affiliated departments and boards, does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in the employment or provisions of service.

I understand that by signing this application for employment, and accepting employment, I am an Employee At Will, whose employment may be terminated at any time, with or without cause, and for any reasons not prohibited by statute.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I have read the job description for the position of

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR NATRONA COUNTY CORONER'S OFFICE USE ONLY

INTERVIEWER'S COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

Employed:            Yes            No                            Employment Date: \_\_\_\_\_

**NATRONA COUNTY**

Department of the Coroner  
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[natronacoroner@natronacounty-wy.gov](mailto:natronacoroner@natronacounty-wy.gov)

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

Department Name: Coroner

Name:

**WAGES**

\$15.45/hr Probationary \*\* \$31.83/hr Independent

**OPENING DATE:** 02/06/18

**CLOSING DATE:** Until Filled

**ABOUT THE POSITION:**

The successful candidate will start at \$15.45/hr while training with the Field Training Officer and the Coroner until the candidate demonstrates that he/she is able to conduct an independent medicolegal death investigation. The training process should not take more than six months when the Coroner will evaluate the candidate with the Chief Deputy's input to determine whether the candidate meets the requirements and criteria to be independent through mutual agreement of such. The independent investigations wage is \$31.83/hr. A standard medicolegal investigation should not consume more than four hours including paperwork.

This examination/questionnaire 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 the Coroner.

Qualifying education and experience must be clearly documented in the "Education" and "Work Experience" sections of the application. Do not substitute a resume for your application or write "see attached resume" on your application.

**MINIMUM REQUIREMENTS**

**Education and Experience:** Equivalent to graduation from high school. Full-time experience in law enforcement, investigations or work in a medical or medicolegal setting is desirable. Equivalent combinations of education and experience may be considered. Certification by the American Board of Medicolegal Death Investigation (ABMDI) is desirable.

**Licensing and Certification:** Must possess a valid, unencumbered Wyoming Driver's License at time of appointment. ABMDI certification is preferred.

**Background Investigation:** Employment is contingent upon successful completion of a background investigation.

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

**Computer Skills:** Must own a personal computer at home to be able to communicate with this office through emails using the county's email address. Must have knowledge of completing the narrative report at home, attaching the document to the email and sending to the office. Email is this office's main line of communication.

### **EXAMPLES OF DUTIES**

Responds to the scene of death; secures or assists in securing the scene of death and protecting evidence; ensures identification of the decedent and prepares the body for transport to the morgue. Interviews individuals at the scene to obtain relevant information; reports any unusual or suspicious circumstances to the appropriate law enforcement agency and provides appropriate information to their personnel. Documents, examines and identifies all medications and/or drugs prior to proper disposition within a controlled manner before law enforcement collects the medications for transport to their evidence room. Governs custody of the body and appendages by inaugurating logistical support while maintaining chain of custody. If decedent cannot be positively identified, locates and secures such information by photo documenting mail or other documents on the scene. Provides support and explanations of procedures and findings to family members or other trusted individuals; makes referrals to appropriate community agencies as warranted. Conducts follow-up investigations by searching records, personal effects, etc., and by interviewing individuals who may have relevant information; maintains contact with law enforcement agencies as required. Gathers, documents and maintains the chain of custody; maintains accurate records and files. Prepares written reports of findings and distributes to the proper authorities; testifies in court regarding the content and validity of the findings. Provides sworn court testimony regarding the investigation conducted and attests to the validity of any or all information documented. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team. Uses standard office equipment, including a computer, in the performance of the work. Drives County motor vehicle in the course of the work. Maintains or reports any disrepair of any county equipment. Processes the body at the morgue-full body exam head to toe, anterior and posterior; collect biological samples in the form of blood, urine, vitreous humor, muscle tissue as appropriate; fill out appropriate forms for toxicology requisition, narrative report, property log, intake worksheet, evidence log; photo document entire process in the morgue; secure body in bio-seal container if appropriate and into the body cooler.

### **PHYSICAL DEMANDS**

Mobility and strength to work in a combined office and field setting, including being able to lift and maneuver equipment or decedents weighing more than 100 pounds and up to 300+ pounds with help and proper equipment; stamina to stand and walk for extended periods, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or on the telephone.

## **CORONER INVESTIGATOR Supplemental Questionnaire**

\*1. The supplemental assessment you are about to complete is considered a pre-employment examination and will be scored by subject matter experts (SME) selected by the hiring department. Those scoring this assessment will only see your supplemental assessment answers and will not have access to your application, resume or other recruitment materials. Please provide enough detail in your answers to give the SME an accurate representation of your job-related experience. In most instances, the supplemental assessment scores will be used to determine the order that applicants are invited to interviews. \*\*All questions are required to have an answer.

I understand that the supplemental assessment is a pre-employment evaluation and will often be used to determine the order that candidates are selected for interviews.

\*2. List any degrees you have completed in Criminal Justice, Forensic Science, Social Science, Law Enforcement, Medicine, Nursing or a field related to the work or any related college level course work you have completed. When listing a degree, please list the college or university granting the degree, the type of degree, major course of study and the date of completion. When listing course work, please list the course of study, college or university and number of credits completed. If no answer type N/A. (Maximum 5 points)

\*3. Describe in detail your professional experience in conducting investigations, obtaining evidence and documentation. Include in your answer the type of investigations conducted and the level of your responsibility, such as entry-level, journey-level, etc. Complete a separate entry (see template below) for each employer where your experience was obtained. Type N/A if no answer. (Maximum 10 Points)

Employer Name:

Job Title:

Supplemental Question Answer:



Employer Name:

Job Title:

Supplemental Question Answer:

- \*4. Describe in detail your professional experience in crime scene processing regarding evidence recovery. Include in your answer the types of tools and equipment used. Complete a separate entry (see template below) for each employer where your experience was obtained. Type N/A if no answer. (Maximum 5 Points)

Employer Name:

Job Title:

Supplemental Question Answer:

Employer Name:

Job Title:

Supplemental Question Answer:

\*5. Describe in detail your professional experience working in a medicolegal setting/ environment. Complete a separate entry (see template below) for each employer where your experience was obtained. Type N/A if no answer. (Maximum 10 Points)

Employer Name:

Job Title:

Supplemental Question Answer:

Employer Name:

Job Title:

Supplemental Question Answer:

\*6. Describe in detail your professional experience working in a medical setting/environment with experience in performing 1st responder life saving measures or emergency/trauma level care/examinations. Complete a separate entry (see template below) for each employer where your experience was obtained. Type N/A if no answer. (Maximum 10 Points)

Employer Name:

Job Title:

Supplemental Question Answer:

Employer Name:

Job Title:

Supplemental Question Answer:

\*7. Describe in detail your professional experience in conducting interviews and preparing written investigative reports. Complete a separate entry (see template below) for each employer where your experience was obtained. Type N/A if no answer. (Maximum 5 Points)

Employer Name:

Job Title:

Supplemental Question Answer:

Employer Name:

Job Title:

Supplemental Question Answer: