



WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362
phone: (509) 524-2600 □ Fax: (509) 524-2603



EMPLOYMENT OPPORTUNITY

Coroner's Office

Position: Medicolegal Death Investigations Intern
Salary Range: \$16.28 per hour
Location: Coroner's Office
Employment Type: Temporary position of not more than six (6) weeks in duration with flexible work period not to commence before June 1, 2024, and concluding no later than August 31, 2024, with a maximum work week not to exceed 20 hours/week, not to exceed a maximum of 120 hours in total

Part Time Benefits Include:

• Benefited employees shall accrue sick leave benefits at the percentage rate of hours worked per week, to a maximum of eight (8) hours earned per month based on a forty (40) hour workweek but not less than one (1) hour per every forty (40) hours worked per County Policy 30.05.0

Visit [Walla Walla County Website](http://www.walla-walla.co.us) for detailed benefits information.

Brief Duties and Responsibilities: The responsibilities of this internship include learning various forensic death investigation tasks to develop skills required to perform the duties of a death investigator under the direction of the Coroner's Office staff. The incumbent will learn, practice, and assist with forensic investigations of deaths that fall under the jurisdiction of the Walla Walla County Coroner's Office, as well as assist pathologists during examinations. Interns will receive direction from the Walla Walla County Coroner's Office personnel as assigned. The student will be assigned duties indicating generally what is to be done, the quantity of work expected, and any deadlines which are required to be met

Working Environment/Physical Abilities: The work involves field trips to the scene of a death and exposure to decomposed bodies, contagious disease, and other biological and environmental hazards. The intern may assist in death investigations at the scenes of accidents, natural and man-made disasters, and in remote locations. Autopsy and laboratory work is performed in the local funeral homes and requires the use of needles and surgical instruments. Paperwork is performed in a normal office environment.

Minimum Qualifications: Must be able to show proof of enrollment in an accredited post-secondary institution at the time of internship. If the internship occurs during the summer, the student may either provide proof of summer or fall enrollment. Working towards a degree in Forensic Science and has successfully completed any of the following courses: Biology, Anatomy and Physiology, Forensics Practicum, Crime Scene, and Medico-legal Death Investigation, and/or Forensic Anthropology. Agreement to maintain confidentiality of all information in the course of the internship, including but not limited to medical, financial, investigative, or other sensitive information as required by law.

Application: Walla Walla County application, resume and cover letter required. Job description is available on our website at www.co.walla-walla.wa.us where you can apply online.

SELECTION IS BASED ON QUALIFICATIONS, ORAL INTERVIEW, BACKGROUND CHECK AND DRIVING RECORD CHECK.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT



GENERAL INFORMATION FOR APPLICANTS

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER: All qualified persons will be considered for employment without regard to race, color, religion, sex, nationality, origin, age, political affiliation, disability status or any other non-merit factor. Women, disabled persons, members of ethnic minority and other under-represented groups are encouraged to apply.

APPLICATIONS

FILING OF APPLICATION: Applications must be completed in accordance with the directions on the front of the announcement. Applicants are responsible for the truth of all statements. Misrepresentations, incomplete or inaccurate entries may be the cause for application rejection, removal from the employment list or discharge from County service. A background investigation will be conducted along with reference and former employer checks, driving record, and criminal history if applicable to requirements of the job. Applications must be received or postmarked by the last date for filing applications.

CHANGE OF ADDRESS: Applicants are responsible for notifying the hiring department of any change of address or telephone number.

NOTIFICATION: Unsuccessful candidates will be notified by mail as soon as feasible following the final selection decision.

EMPLOYMENT

ELIGIBILITY LISTS: Walla Walla County reserves the right to establish an eligibility list to fill any vacancies that may occur in the posted position for a period up to twelve (12) months.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice. Walla Walla County is committed to a drug, alcohol, and smoke free environment.

Mailing Address:
Human Resources/Risk Manager
P. O. Box 1506
Walla Walla, WA 99362

Human Resources/Risk Manager
314 W Main Street, 2nd Floor
Walla Walla, WA 99362
Phone: (509) 524-2600
Fax: (509) 524-2603
Web site: www.co.walla-walla.wa.us

**WALLA WALLA COUNTY
POSITION DESCRIPTION**

JOB TITLE: Medicolegal Death Investigations Intern

DEPARTMENT: Coroner's Office

REPORTS TO: Coroner

PAY GRADE: \$16.28 per hour, temporary position of not more than six (6) weeks in duration with flexible work period not to commence before June 1, 2024, and concluding no later than August 31, 2024, with a maximum work week not to exceed 20 hours/week, not to exceed a maximum of 120 hours in total.

JOB SUMMARY: The responsibilities of this internship include learning various forensic death investigation tasks to develop skills required to perform the duties of a death investigator under the direction of the Coroner's Office staff. The incumbent will learn, practice, and assist with forensic investigations of deaths that fall under the jurisdiction of the Walla Walla County Coroner's Office, as well as assist pathologists during examinations. Interns will receive direction from the Walla Walla County Coroner's Office personnel as assigned. The student will be assigned duties indicating generally what is to be done, the quantity of work expected, and any deadlines which are required to be met.

SUPERVISORY RESPONSIBILITIES: N/A

ESSENTIAL FUNCTIONS:

In a learning capacity, and under direct supervision:

- Receives notification of deaths from law enforcement and medical facilities, and determines jurisdiction based upon the Coroner's Office standard guidelines.
- Identifies, collects, documents, and safeguards the legal chain of custody of evidentiary materials and decedent's personal property at death scenes.
- Answers phone calls, performs data entry and routine office functions, and works with bereaved families with respect and compassion.
- Writes complete, accurate, and comprehensive investigative reports, describing the scene and circumstances of death to assist the pathologist in the determination of the cause and manner of death.
- Responds to investigate death; photographs the scene ad decedent; conducts visual inspection and preliminary examination of the decedent and makes notes of the condition of the body; collects and reviews medical records/police reports and demographic information that is pertinent to the cause and manner of death.
- Gathers, secures, and transports human remains.
- Locates and notifies next-of-kin regarding Coroner's Office procedures; collects, secures and releases personal property to the next-of-kin; releases human remains to funeral homes.
- Establishes and/or initiates positive identification process using photo identification, dental/skeletal radiographs, fingerprints, and medical records.
- Locates and collects lab samples and records, including health care, police, and other records.
- Assist autopsy staff with autopsy preparations, which includes assisting in holding and moving

bodies for photography, photographic evidence, provide radiographic assistance including imaging, developing and database storage, assisting in the preparation of bodies for funeral homes, and drawing/labeling samples for toxicology.

EXAMPLE OF DUTIES:

- Perform related duties as required.

EQUIPMENT TO BE USED: Operate a variety of office machines and equipment including computers (PC), scanners, printers, and copiers. Uses computer software including Microsoft Office.

WORKING ENVIRONMENT/ PHYSICAL ABILITIES: The work involves field trips to the scene of a death and exposure to decomposed bodies, contagious disease, and other biological and environmental hazards. The intern may assist in death investigations at the scenes of accidents, natural and man-made disasters, and in remote locations. Autopsy and laboratory work is performed in the local funeral homes and requires the use of needles and surgical instruments. Paperwork is performed in a normal office environment.

KNOWLEDGE AND ABILITIES:

Increase Intern Knowledge of:

- Basic knowledge of medical terminology, including the principles of human anatomy, and physiological functions of the human body;
- Autopsy techniques including basic evisceration, toxicology specimen collection, and basic radiography;
- Basic knowledge of crime scene investigation, processing and evidence collection techniques;
- Blood/airborne pathogens and universal precautions for personal safety;
- Basic photographic techniques, including digital photography;
- Investigative/medical interview techniques;
- Strong basic computer skills, along with basic knowledge of standard office equipment that may include automated systems, copier, fax machines, and telephones;
- Telephone, office, and online etiquette
- Communicate and work effectively, both orally and in writing, in a multicultural work force serving a diverse population, in potentially stressful and emotional charged situations;
- Prepare accurate, complete, and concise reports and narrative sections;
- Read, understand, and gather pertinent information from medical records and other documentation;
- Prioritize and resolve problems;
- Exercise initiative and judgment and make decisions within the scope of the assigned responsibility;
- Use general and specialized databases to determine and contact next-of-kin;
- Establish and maintain effective work relationships with public and private officials, coworkers, associates, the news media, and the general public;
- Work with bodies exhibiting various degrees of decay, mutilation, infestation, and disease (including communicable disease such as tuberculosis, hepatitis, and AIDS);
- Explain procedures and technical terminology to lay people;
- Maintain the confidentiality and integrity of information;
- Remain objective, nonjudgmental, and sensitive to the situation; conducting business in a professional manner.

EDUCATION AND EXPERIENCE: Must be able to show proof of enrollment in an accredited post-secondary institution at the time of internship. If the internship occurs during the summer, the student may either provide proof of summer or fall enrollment. Working towards a degree in Forensic Science, and has successfully completed any of the following courses: Biology, Anatomy and Physiology, Forensics Practicum, Crime Scene, and Medico-legal Death Investigation, and/or Forensic Anthropology

LICENSES AND OTHER REQUIREMENTS: Must successfully pass a background check and a driving record check. Valid driver's license required. Ability to deal with death and trauma on an ongoing and daily basis. Required to sign a Confidentiality Agreement to maintain confidentiality of all information in the course of the internship, including but not limited to medical, financial, investigative, or other sensitive information as required by law.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.