OTTAWA COUNTY POSITION POSTING

Job Title:	Lead Investigator
Reports to:	Ottawa County Coroner
Job Status:	Full Time Unclassified Non Exempt
Salary Range:	$24.00 - $27.00 per hour

Job Summary
Under general supervision of the Coroner, the Investigator performs post-mortem examinations of bodies and investigates deaths of persons; consults with law enforcement agencies; testifies in court; photographs and documents death scenes; manages the operations office of the Coroner's Office; supervises assigned employees.

Essential Knowledge, Abilities and Skills, Education

- Completion of a secondary education (high school diploma or GED);
- Three (3) or more years of directly related experience in criminal or death investigation, and five (5) or more years of experience in a medical related field; or
- Any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.
- Able to pass a criminal background investigation

- **Knowledge of:** County, Department, and Division goals and objectives; County, Department, and Division policies and procedures; personnel rules and regulations; work place safety; office practices and procedures; English grammar and spelling; case management; physiology; medical terminology; supervisory principles and practices; scene safety; evidence collection; Ohio Revised Code 313.

- **Skill in:** word processing; computer operation; use of modern office equipment; operating a motor vehicle; communication.

- **Ability to:** carry out instructions in written, oral, or picture form; deal with problems involving few variables within familiar context; recognize unusual or threatening conditions and take appropriate action; add, subtract, multiply, and divide whole numbers; maintain records according to established procedures; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communication; work alone on most tasks; travel to and gain access to work site; lift, position, and move individuals according to established procedures; handle sensitive inquiries; contacts with officials and general public; develop and maintain effective working relationships; perform job safely.

Essential Functions of the Position

1. Examines decedent's body for signs of trauma and/or unusual circumstances; verifies post-mortem changes are consistent with the situation and circumstances; relays the absence of any signs of life to Coroner or Deputy Coroner for pronouncement of death.
2. Surveys death scenes; collects information, evidence, blood and bodily fluids, and other items related to the cause or manner of death; photographs body and surrounding conditions, and documents death scenes to preserve the circumstances of the death/scene; requests medical, mental health, and/or employment records; obtains necessary search warrants as directed by prosecutor and/or law enforcement.

3. Interviews family members, physicians, nurses, law enforcement, and EMS to obtain medical history, lifestyle patterns, incident, and other reports related to the case; communicates information to Coroner's staff and administrative staff; works in a professional manner with prosecutor and law enforcement; testifies in court or before grand jury if required; assists with morgue maintenance management.
4. Prepares written reports detailing observations and investigation findings; reviews investigation reports; prepares reports for the Coroner to review and sign; sends autopsy and coroner reports, as requested; completes inventory and proper packaging of decedent's personal valuables for safe return to legal next of kin; gathers controlled substances (prescriptions) of the deceased and maintains inventory and ensures proper disposal; maintains case files; schedules quarterly case review; sends Autopsy, Transport and office supply bills for payment; reviews Hospice cases and prepares for Coroner to sign; maintains stats; enters evidence into system and places in the evidence room.
5. Coordinates with the prosecutor's office and law enforcement, the movement and transportation of the body; under the direction of the Coroner or Deputy coroner, prepares and causes the performance of an autopsy.
6. Manages and supervises all assigned employees (e.g., schedules and assigns tasks; interviews job applicants; recommends the hiring of job applicants; recommends discipline; recommends pay assignments; evaluates performance; receives and adjusts grievances or employee complaints; approves and recommends the approval of leave requests; attends or participates in meetings in which policy questions are reviewed or discussed; develops and implements policy; recommends policy changes; has access to other employees' personnel files; has unlimited access to financial data used in the payroll and benefit budgeting process; has access to financial data used in monitoring department revenue/income, etc.); reviews hours worked for office staff to ensure the hours are correct; approves payroll; releases payroll to the Auditor for payment; ensures that staff certification requirements are up to date.
7. Manages the operations of the Coroner's Office and assumes responsibility for the Office in the absence of the Coroner (e.g., assists with the budget; maintains the Office inventory and orders supplies as necessary; maintains equipment inventory and orders equipment as necessary; maintains accreditation for the Coroner's Office; assists with developing SOG's, etc.).
8. Represent Coroner's office for mandated and assigned review boards.
9. Maintains required licensures, certification, and continuing education requirements, if any.
10. Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
11. Attends staff meetings as assigned.
12. This position can be on call twenty-four (24) hours a day, seven (7) days per week pending staffing of part time investigators.

Job Location & Hours

Locations throughout the County as required

Hours are generally Monday through Friday 8am to 4:30pm with a 30-minute unpaid lunch. However, this position includes on-call expectations as described above.

Equipment Used

The following are examples only and are not intended to be all inclusive: Motor vehicle, personal computer, applicable computer software, printer, copy machine, fax machine, cameras; medical equipment; and other standard business office equipment; gas mask; radio; cell phone.

Physical Requirements

The employee has exposure to; unclean or unsanitary conditions, bodily fluids etc.; has contact with potentially violent or emotionally distraught persons; has exposure to hazardous driving conditions; uses or works around firearms; ascends and/or descends ladders, stairs, or scaffolds, confined spaces; has exposure to hot, cold, wet, humid, or windy weather conditions; must be able to push, pull, lift 2-500+ pounds; has to work irregular hours.

Critical Skills/Expertise
Must possess a Medicolegal Death Investigator certification issued by ABMDI, or must be willing to obtain certification within two (2) years of employment and maintain certification while employed in this classification; must possess a valid Ohio driver's license and maintain insurability under the County's vehicle insurance policy.

Other Responsibilities
1. Demonstrates regular and predictable attendance.
2. Performs other related duties as assigned

Ottawa County is an Equal Opportunity Employer/Drug Free Workplace. NOTE: while recreational marijuana may be legal in the state of Ohio, the County has elected to prohibit employees or applicants from using or testing positive for marijuana or THC. Any positive drug test will result in a withdrawal of the conditional offer of employment. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

TO APPLY:

Resumes or applications may be submitted to the Human Resources' office via mail, email or fax as follows:
Ottawa County Human Resources
315 Madison St., Room 102
Port Clinton, OH 43452
Fax: 419-734-6885
Email: rpfeiffer@co.ottawa.oh.us
Applications can be found at the Ottawa County website at
https://www.co.ottawa.oh.us/DocumentCenter/View/727/Employment-Application-PDF

No Phone Calls Please

DEADLINE TO APPLY is March 20, 2026 at 4:30pm or until filled