



**COUNTY OF LOS ANGELES**  
invites applications for the position of:

## **CORONER INVESTIGATOR TRAINEE**

**SALARY:** \$4,737.64 - \$6,213.82 Monthly  
\$56,851.68 - \$74,565.84 Annually

**OPENING DATE:** 02/17/17

**CLOSING DATE:** 03/01/17 05:00 PM

**POSITION/PROGRAM INFORMATION:**



**MEDICAL EXAMINER-CORONER**

**FILING START DATE**

2/27/2017 at 8:00 AM (PST)

FILING WILL BE SUSPENDED AFTER THE FIRST 1000 APPLICATIONS ARE RECEIVED, OR ON WEDNESDAY, MARCH 1, 2017, AT 5:00 P.M. (PST), WHICHEVER OCCURS FIRST. APPLICATIONS RECEIVED AFTER THE FIRST 1000 WILL NOT BE CONSIDERED.

**EXAM NUMBER**

R1636I

**TYPE OF RECRUITMENT**

Open Competitive Job Opportunity

**BENEFIT INFORMATION**

The County of Los Angeles offers an excellent benefits package which includes a Cafeteria Benefit Plan, Contributory Defined Benefit Retirement Plan, Deferred Compensation & Thrift Plans, and 12 paid Holidays.

**DEFINITION:**

Participates in a basic specialized coroner's investigator training program in accordance with the California Commission on Peace Officer Standards and Training (P.O.S.T.) and Departmental guidelines and policies.

**CLASSIFICATION STANDARDS:**

Positions allocable to this trainee class participate in a formal coroner's investigative training program under the administrative and technical supervision of a Supervising Coroner's Investigator I and receives technical direction from a Coroner's Investigator. Incumbents receive on the job training and instruction in the following areas: investigating deaths, securing investigative information related to

deaths, identification of decedents, and notification of legal next of kin; providing information to various agencies and securing information from governmental and private agencies, mortuary and field investigations, and obtaining information from physicians and nurses and relating that information to the death investigation. Incumbents must exercise a basic knowledge of medical and legal terminology, the department's operational policies and procedures, and investigative procedures and techniques and have the ability to communicate effectively both orally and in writing, with a wide variety of individuals in order to investigate the circumstances, manner, and cause of death and write reports of investigative findings. This class requires frequent lifting and moving of heavy equipment and decedents and occasionally demands extraordinary physical activity while working.

### **ESSENTIAL JOB FUNCTIONS:**

Receives instruction and on the job training by performing the following duties:

- Plans and conducts the investigation into the circumstances of death at the scene to determine the jurisdiction of the Department of Medical Examiner - Coroner.
- Examines the body of the decedent and the surroundings at the death scene and performs required tests for air, water and body temperature, livor mortis, and degree of rigor mortis.
- Takes custody of any money, valuables or miscellaneous items or documents; lists and records clothing within reports and personal property on appropriate receipts; arranges for or makes the removal of bodies to the Forensic Science Center or other location.
- Responsible for recognizing, collecting and preserving physical evidence, including gunshot residue, sexual assault evidence, appliances, ligatures, garrotes, drugs, narcotics and paraphernalia, and trace evidence.
- Notifies and coordinates evidence handling and collection with departmental criminalist or criminalist of other agencies.
- Interviews witnesses, friends, and relatives to obtain information about the decedent and circumstances of death and related matters.
- Receives initial notice of death from public or government agencies, initiates investigations, determines Coroner's jurisdiction, and notifies and exchanges information with other public agencies when necessary.
- Notifies and coordinates with representatives of other criminal justice agencies when necessary. Writes reports of investigations, including all pertinent data and evidence relevant to the circumstances of death.
- Enters data into computerized records system as required. Provides information regarding State laws and codes, County ordinances, and Departmental policy and procedures in response to inquiries from members of the medical profession, law enforcement and other government agencies, mortuaries, cemeteries, and the general public.
- Testifies in court or under deposition regarding the findings of an investigation of the circumstances of death.
- Records information in logs and ledgers regarding Departmental activities; fingerprinting bodies in accordance with Departmental standards.
- Uses field photography equipment as required.
- Enters information in sections of death certificates in conformance with regulations of the State Registrar of Vital Statistics.
- Drive personal vehicle when performing County business, as needed.
- Drive a County vehicle to locations throughout the County to transport bodies from death scenes to the Coroner's facility, as needed.
- Travel by aircraft, boat, or other vehicles, or travel in heavy equipment to conduct investigations and remove decedents and to perform duties in areas of difficult accessibility, limited visibility and mobility, or adverse weather or disaster conditions, as needed.

### **REQUIREMENTS:**

#### **MINIMUM REQUIREMENTS**

**OPTION I:** Two years' field investigative experience\* with a law enforcement\*\* or governmental regulatory agency\*\*\*.

**OPTION II:** A Bachelor's degree\*\*\*\*\* from an accredited college with specialization in administration of justice, health/physical sciences\*\*\*\*\* or nursing.

**OPTION III:** An Associate of Arts degree\*\*\*\*\* from an accredited college with specialization in administration of justice and one year's field investigative experience\* with a law enforcement\*\* or governmental regulatory agency\*\*\*.

**OPTION IV:** A current California certificate\*\*\*\*\* to practice as a Paramedic and three years experience working in paramedic services with no more than a one year lapse in service before applying for the Coroner Investigator Trainee position.

**OPTION V:** A current California license as a Registered Nurse\*\*\*\*\* or a certificate to practice as a Physician's Assistant\*\*\*\*\* issued by the California Board of Medical Quality Assurance and three years experience working in trauma/emergency services or forensic nursing.

### **OTHER REQUIREMENTS**

All applicants must successfully complete all required training and meet all of the standards established by the California Commission on Peace Officers Standards and Training (P.O.S.T.) prior to completion of the probationary period of one year.

### **SPECIAL REQUIREMENT INFORMATION**

\*Field investigative experience must have included duties such as interviewing suspects, informants and witnesses, following leads, searching for physical or documentary evidence of clues, using evidence to substantiate findings or conclusions, examining records to detect links in a chain of evidence of information, reconstructing events and preparing reports of investigative findings and courtroom/deposition testimony.

\*\*Law enforcement agencies include departments such as coroner, sheriff, police, military police, college or university police, and fire.

\*\*\*A governmental regulatory agency is a public authority or government agency responsible for exercising autonomous authority over some area of human activity in a regulatory or supervisory capacity, and includes departments such as health services, mental health, and social services.

\*\*\*\*A health/physical science includes degrees such as a bachelor's of science in anthropology, biology, biochemistry, physics, and chemistry.

### **LICENSE**

A valid California Class "C" Driver License is required to perform job-related essential functions. Successful applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. License must not be suspended, restricted, or revoked. AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.

Out of state applicants must have a valid license from the state in which they reside at the time of filing and will be required to obtain a California Class "C" or above driver license by the time of hire.

### **PHYSICAL CLASS**

4 - Arduous. Involves frequent and heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.

### **PHYSICAL REQUIREMENTS**

Applicants must be in good general physical fitness and free from any medical conditions that would interfere with the satisfactory performance of the position of Coroner Investigator Trainee.

### **Appointees must be willing to:**

- Perform a variety of physically demanding activities, such as frequent lifting and moving of decedents and heavy equipment, climbing down rocky cliffs, carrying a piece of equipment up steep hills, or removing corpses from the ocean.
- Work any shift, including nights, weekends, and/or holidays.
- Work overtime in order to meet the legal requirements and/or departmental needs associated with death investigations.

- Drive 75-100 miles one-way using a County vehicle or personal vehicle to various death scenes throughout the County of Los Angeles (mileage reimbursement is provided by the County).
- Assist in death investigations that include the examination of corpses and conducting tests to determine body temperature and degree of rigor mortis and handle bodies that may be fragmented, burned and/or in advanced stages of decomposition.
- Assist in infant and child death investigations.
- Notify family members of the death of a relative, have them identify the deceased, and provide them with information, empathy, support, and resources.
- Work in highly stressful situations.
- Develop and apply effective coping and self-care skills that maintain physical, mental, emotional well-being, a healthy perspective, and a clear and appropriate set of boundaries.
- Work in death scenes that present a variety of difficult environmental challenges, such as strong odors, extreme temperatures, dilapidated living conditions, and/or rugged terrain.

### **SUPPLEMENTAL QUESTIONNAIRE**

Applicants will be required to complete a supplemental job willingness questionnaire at the time of filing. Applicants who do not agree to the work conditions and/or do not meet the minimum requirements will have to wait twelve (12) months from the date of the disqualification in order to reapply.

### **ADDITIONAL INFORMATION:**

#### **EXAMINATION CONTENT**

**Part I:** A written test that consists of both a computerized and paper-and-pencil component measuring written expression, reading comprehension, data analysis and decision making, deductive reasoning ability, professional potential, achievement, influence, independence, confidence and optimism, and reliability, weighted 50%.

Applicants must achieve a 70% or higher on Part I in order to advance to Part II.

**Part II:** An interview covering experience, problem solving, communication skills, interest/motivation, interpersonal skills, community involvement/awareness, and interviewing and information gathering techniques, weighted 50%.

Applicants must meet the Minimum Requirements and achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible register.

#### **THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.**

Applicants that have taken identical test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination. This includes any exams taken with the Los Angeles Superior Court.

This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your application, your scores will be transferred to the new examination, and you may not be allowed to re-take any identical test part(s) for at least twelve (12) months.

Invitation letters for the written test and interview will be sent electronically to the email address provided on the application. It is important that candidates provide a valid email address. Please add [orteaga@hr.lacounty.gov](mailto:orteaga@hr.lacounty.gov) to your email address book and list of approved senders to prevent email notifications from being filtered as spam/junk mail.

Final results will be sent by U.S. mail. Written scores cannot be given over the phone.

### **TEST PREPARATION INFORMATION**

An interactive, Online Test Preparation System for taking practice tests and printable information may be accessed on the Department of Human Resources Job Resources website at <http://hr.lacounty.gov/job-search-toolkit/>. Test preparation information is located under the "Employment Test Assistance" section.

You can also access test preparation for the computerized portion of the test by going to [http://www.shldirect.com/practice\\_tests.html](http://www.shldirect.com/practice_tests.html). While these study guides will help in preparing for the written test, we advise you to review ALL related materials that you deem necessary to prepare for this test.

### **ELIGIBILITY INFORMATION**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register for a period of six (6) months from the date the register is created.

Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 6 MONTHS.

### **SPECIAL INFORMATION**

Following the successful completion of a written examination and oral interview, candidates will be placed on a list of eligible candidates from which the Department of Medical Examiner-Coroner may select a candidate(s) to make a conditional job offer(s). If the Department makes a conditional job offer to a candidate, candidates are advised that acceptance of the conditional job offer will require the successful completion of each and every one of the following:

1. The completion of a comprehensive background investigation pursuant to California Government Code, section 1031, subdivision (d), that will include obtaining information that was neither legal nor practical to obtain prior to the extension of a conditional offer, or in response to issues that arose subsequent to a conditional offer, and which will include, but will not be limited to, criminal history, illegal use of drugs, narcotics, or other illegal substances (to view a copy of the background questionnaire, please click [here](#));
2. The completion of a validated physical ability test which consists of a body drag, gurney lift and stair climb with weights; and
3. A psychological screening in accordance with California Government Code, section 1031, subdivision (f) and guidelines established by the California Commission on Peace Officers Standards and Training; and
4. A medical screening in accordance with the provisions of California Government Code, sections 1031 and 12940, and the California Commission on Peace Officers Standards and Training.

The unsuccessful completion of any of the above evaluations will result in the revocation of a conditional job offer.

Candidates who are DISQUALIFIED for a peace officer position with the Los Angeles County Medical Examiner background process will have to wait a period of twelve (12) months from the date of the disqualification to reapply.

### **VACANCY INFORMATION**

The resulting eligible register will be used to fill vacancies in the Los Angeles County Department of Medical Examiner-Coroner located at 1104 North Mission Road, Los Angeles, CA 90033.

### **APPLICATION AND FILING INFORMATION**

Applications must be filed online only. We must receive your application by 5:00 p.m., PST, on the last day of filing. Applications submitted by U.S. mail, fax, or in person will not be accepted.

Apply online by clicking on the "Apply" green button at the top right of this posting. You can also track the status of your application using this web site.

\*\*\*\*\*In order to receive credit for any certification and/or degrees, you **MUST** attach a legible copy of certificate, diploma or official transcripts at the time of filing, or within fifteen (15) calendar days from application submission. If you are unable to attach the required documents, you must either email to [arteaga@hr.lacounty.gov](mailto:arteaga@hr.lacounty.gov) or fax to (213) 380-3681 within fifteen (15) calendar days of filing.

Please include exam number and exam title.

**SOCIAL SECURITY NUMBER:** Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:** For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

**NO SHARING OF USER ID AND PASSWORD:** All applicants must file their application online using their *own* user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

**Available Shift:** Any

**California Relay Services Phone:** (800) 735-2922

**ADA Coordinator Email:** [adarequests@hr.lacounty.gov](mailto:adarequests@hr.lacounty.gov)

**Teletype Phone:** (800) 899-4099

**Department Contact Name:** Olga Arteaga

**Department Contact Phone:** (213) 351-2936

**Department Contact Email:** [uarteaga@hr.lacounty.gov](mailto:uarteaga@hr.lacounty.gov)

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## COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

### Your Responsibilities:

#### 1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

#### 2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

#### 3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time as indicated on the job posting unless other instructions are provided. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

#### 4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

#### 5. Promotional Examinations:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

#### 6. Equal Employment Opportunity/Non-Discrimination Policy:

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex,

**Social Security Act of 2004:** Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

**Record of Convictions:** As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense (s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of either workers' compensation fraud or human trafficking is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:  
<http://file.lacounty.gov/dhr/CCHQ.pdf>

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

**Veteran's Credit:** In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

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## COUNTY OF LOS ANGELES Employment Information

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national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

**Disclaimer:** The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

**Benefit Information:** Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) - unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**The California Fair Employment and Housing Act** (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

**Accreditation Information:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

**Test Preparation:** Study Guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/job-search-toolkit>. Scroll down to the "Employment Test Assistance" section and click on the "VISIT ONLINE TEST PREP SYSTEM" link. Additional test preparation resources may be listed on the job posting.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability or any other characteristic protected by State or Federal law. All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act. The County will comply with all of its obligations under State and Federal laws regarding the provision of reasonable accommodations to applicants.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://hr.lacounty.gov>

Position #R1636I  
CORONER INVESTIGATOR TRAINEE  
OA

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Los Angeles, CA 90010

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### CORONER INVESTIGATOR TRAINEE Supplemental Questionnaire

- \* 1. There are many satisfying and rewarding aspects to this position, and there is no question that this work provides a valuable service to the citizens of Los Angeles County. However, it is important for every applicant to carefully consider ALL characteristics of this job before deciding to apply. The



following questions contain some job characteristics of the Coroner Investigator Trainee position. Note that details of a job characteristic may vary depending on work assignments and departmental needs. This supplemental questionnaire is part of your application. You must respond to each statement to indicate that you understand that it is an aspect of this job and whether you are willing to perform the task mentioned in the statement by clicking the appropriate choice. If you do not fully complete this supplemental questionnaire, then your application will be incomplete and incomplete applications will be disqualified.

*I have read and understand the above instructions.*

Yes

- \* 2. All applicants must successfully complete all required training and meet all of the standards established by the California Commission on Peace Officers Standards and Training (P.O.S.T.) prior to completion of the probationary period of one year.
  - A. I understand the Coroner Investigator Trainee position is a specialized training program designed to prepare candidates for the Coroner Investigator position. I further understand that if I am selected for the position that I must successfully complete all required training and meet all of the standards established by the California Commission on Peace Officers Standards and Training (P.O.S.T.) prior to completion of the one-year probationary period.
  - B. I understand the requirements described above and am UNWILLING to accept that I must successfully complete all required training and meet all of the standards established by the California Commission on Peace Officers Standards and Training (P.O.S.T.) prior to completion of the one-year probationary period.
- \* 3. A significant amount of time during the training program is dedicated to reading, learning, and discussing various training materials (e.g., government codes, departmental guidelines and policies, investigative techniques, etc.) and observing various jobs in the Department of Medical Examiner - Coroner (e.g., reporting desk staff, forensic/autopsy technicians, investigative personnel, etc.).
  - A. I understand the tasks described above are an aspect of this job and am WILLING to perform the tasks.
  - B. I understand the tasks described above are an aspect of this job and am UNWILLING to perform the tasks.
- \* 4. I am willing to work any shift, including nights, weekends, and/or holidays.
  - Yes
  - No
- \* 5. I am willing to work overtime in order to meet the legal requirements and/or departmental needs associated with death investigations.
  - Yes
  - No
- \* 6. I am willing to drive 75-100 miles one-way using a County vehicle or my own vehicle to various death scenes throughout the County of Los Angeles (mileage reimbursement is provided by the County).
  - Yes
  - No
- \* 7. I am willing to assist in death investigations that include the examination of corpses and conducting tests to determine body temperature and degree of rigor mortis. I am willing to handle bodies that may be fragmented, burned and/or in advanced stages of decomposition.
  - Yes
  - No
- \* 8. I am willing to assist in infant and child death investigations that include the examination of corpses and conducting tests to determine body temperature and degree of rigor mortis.
  - Yes
  - No
- \* 9. I am willing to notify family members of the death of a relative, have them identify the deceased, and provide them with information, empathy, support, and resources. I understand that grieving



family members can respond in a variety of highly emotional ways, including physical violence directed towards me.

- Yes  
 No

\* 10. I am willing to work in highly stressful situations.

- Yes  
 No

\* 11. I am willing to develop and apply effective coping and self-care skills that maintain physical, mental, emotional well-being, a healthy perspective, and a clear and appropriate set of boundaries.

- Yes  
 No

\* 12. I am willing to work in death scenes that present a variety of difficult environmental challenges, such as strong odors, extreme temperatures, dilapidated living conditions, and/or rugged terrain.

- Yes  
 No

\* 13. I am willing to perform a variety of physically demanding activities, such as frequent lifting, moving of heavy equipment and corpses, climbing down rocky cliffs, carrying a piece of equipment up steep hills, removing corpses from the ocean, etc.

- Yes  
 No

\* 14. Your responses to the following supplemental questions will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Employers listed in the following supplemental questions must also be listed in the work history section of your application. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal.

*I have read and understand the above instructions.*

- Yes

\* 15. Do you have a valid California driver license?

- Yes  
 No, I am an out-of-state applicant and possess a driver license from the state from which I reside.  
 No, I do not possess a valid California driver license or out-of-state driver license.

\* 16. Have you been issued four or more moving violations within the last two years? (e.g., speeding tickets, red light tickets) Excluding parking citations.

- Yes  
 No

\* 17. Have you been DISQUALIFIED for a peace officer position with the Los Angeles County Medical Examiner-Coroner Department as part of the background process within the last 12 months?

- Yes  
 No

\* 18. I qualify for Coroner Investigator Trainee under the following option(s)? (Select all that apply)

- OPTION I: Two years' field investigative experience with a law enforcement or governmental regulatory agency.  
 OPTION II: A Bachelor's degree from an accredited college with specialization in administration of justice, health/physical sciences or nursing.  
 OPTION III: An Associate of Arts degree from an accredited college with specialization in administration of justice and one year's field investigative experience with a law enforcement or governmental regulatory agency.  
 OPTION IV: A current California certificate to practice as a Paramedic and three years

experience working in paramedic services with no more than a one year lapse in service before applying for the Coroner Investigator Trainee position.

OPTION V: A current California license as a Registered Nurse or a certificate to practice as a Physician's Assistant issued by the California Board of Medical Quality Assurance and three years experience working in trauma/emergency services or forensic nursing.

None of the above.

\* 19. Which of the following do you possess? (Select all that apply)

An Associate of Arts degree from an accredited college with specialization in administration of justice.

A Bachelor's degree from an accredited college with specialization in administration of justice, health/physical sciences or nursing.

None of the above

\* 20. For your selection above, provide the following:

1. Type of degree conferred (e.g., Associate of Science, Bachelor of Science)
2. Area of specialty (e.g., administration of justice, a health/physical science, nursing)
3. Name of the institution who conferred the degree
4. Graduation date

If this does not apply, indicate "N/A".

\* 21. Please describe your **field investigative experience**. Field investigative experience must have included duties such as interviewing suspects, informants and witnesses, following leads, searching for physical or documentary evidence of clues, using evidence to substantiate findings or conclusions, examining records to detect links in a chain of evidence of information, reconstructing events and preparing reports of investigative findings and courtroom/deposition testimony. Include your job title, scope of responsibilities, beginning and ending dates for each job held and the name of employer(s). If you do not have experience in this area, indicate "N/A".

\* 22. If qualifying under **Option IV**, please describe your experience working in **paramedic services**. Include details about your role, scope of responsibilities, beginning and ending dates for each job held and the name of employer(s). Please note that in order for this experience to qualify, there must have been no more than a year lapse in service before applying for the Coroner Investigator Trainee position. If you do not have experience in this area, indicate "N/A".

\* 23. If qualifying under **Option V**, please describe your experience working in **trauma/emergency services or forensic nursing**. Include your job title, scope of responsibilities, beginning and ending dates for each job held and the name of employer(s). If you do not have experience in this area, indicate "N/A".

\* 24. **SUPPORTING DOCUMENTATION**

To receive credit for any of the following, you must attach a legible copy of supporting documentation **at the time of filing or submit within fifteen(15) calendar days from application submission to [parteaga@hr.lacounty.gov](mailto:parteaga@hr.lacounty.gov) or fax to (213) 380-3681.**

- A bachelor's degree from an accredited college with specialization in administration of justice, health/physical science or nursing
- An Associate of Arts degree from an accredited college with specialization in administration of justice
- A current California certificate to practice as a Paramedic
- A current California license as a Registered Nurse
- A Physician's Assistant certificate

I understand these requirements.

Yes  No

\* Required Question