



**DANE COUNTY**  
invites applications for the position of:

## **Deputy Medical Examiner**

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### **SALARY:**

Salary for this position will be negotiable dependent upon experience (\$140,000.00 - \$200,000.00). Plus excellent benefits including fully paid dental insurance premiums and HMO health insurance plan for full time employees, along with contributions towards POS health insurance plan, retirement, and short/long term disability. Additional benefits available include long term care, vision coverage, flex spending account and deferred compensation programs paid in full by the employee.

**OPENING DATE:** 4/3/17

**CLOSING DATE:** 7/31/17

### **DESCRIPTION:**

Under the oversight of the Deputy Chief Medical Examiner, performs autopsies, reviews medical records, scene investigator reports, and other contributory information to determine jurisdiction, as well as cause and manner of death. Provides investigative support by responding to homicide scenes. Provides autopsy services to outside Counties that use the Dane County Medical Examiner's Office for autopsy and/or oversight services. With oversight of the Chief ME, the Deputy Chief Medical Examiner and in concert with the Director of Operations, may assist with development of policy and procedures, including disaster preparedness. Foster and maintain working relationships with all outside agencies that the Medical Examiner's Office interacts with.

### **DEFINITION AND EXAMPLES OF DUTIES:**

FUNCTION A - 90%: Perform forensic autopsies. A 1: Performs all duties associated with forensic autopsies in cases that fall under the jurisdiction of the Dane County Medical Examiner's Office including Counties that Contract with Dane County for oversight and autopsy services. Complete detailed, and accurate autopsy reports in a timely manner. A 2: Performs all duties associated with forensic autopsies for outside counties that bring their autopsy cases to Dane County. Provide detailed, accurate reports in a timely manner. Consults with outside County Coroner/Medical Examiners regarding the findings in those cases. A3: Performs medical examinations (external) as required and appropriate. A4: Reviews Medicolegal Investigators reports, toxicology findings, and other reports to accurately make a determination of the cause and manner of death. A5: Provides expert testimony in civil and criminal court regarding cases that have been investigated by the Medical Examiner's Office. Also provides expert testimony, when required, in cases done for outside county departments. A6: Responds to high profile deaths and homicides with the assigned MLI to view the body and scene. Assists in making decisions regarding removal of the body and processing of same. A7: Works closely with law enforcement agencies and the District Attorney's Office in Dane County as well as outside counties as required. FUNCTION B - 10%:

Administrative Duties B 1: Assist with training of MLI staff, law enforcement, and district attorney staff, both in Dane County as well as other counties. B 2: Assist in the development of policy and procedures to guide the Medical Examiner's Office. B 3: Establish and maintain effective working and public relations with various local and state law enforcement agencies, federal officers, county

departments and the public. B 5: Perform other duties as required.

**Education and Experience:** The ideal candidate will be board certified in anatomical and forensic pathology by the American Board of Pathology. Minimally, the Deputy Medical Examiner will obtain board certification in anatomical pathology and forensic pathology within 2 years of employment. This position requires an unrestricted license to practice medicine in the state of Wisconsin. **SPECIAL REQUIREMENTS:** Possession of or eligibility to obtain a valid Wisconsin driver's license; access to reliable personal motor vehicle transportation; and availability to work evenings, weekends and holidays. Must maintain Dane County residency following employment. Successful applicants will be placed on an eligible list and may be considered for other Deputy ME vacancies as they occur during the next 12 months. Candidates must be of sound moral character and must have a reputation for honesty and trustworthiness. Prior to appointment, candidates will be subject to a thorough background investigation, a physical examination, and may also be required to take a psychological examination. The recruitment process may also include interviews with partners in the criminal justice field as well as other experts in the area of forensic medicine. Anticipated exam: Review of application materials to assess candidate's training and experience. Candidates invited to interview will be asked to present a PowerPoint case presentation from their work experience (approximately 15 – 20 minutes).

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of Chapter 979 of the Wisconsin State Statutes concerning the investigation of death; considerable knowledge of causes and manners of death and their manifestations with regard to the body, scene and history; considerable knowledge of investigative techniques, principles and practices used in the research of cause and manner of death; considerable knowledge of the morphological aspects of the causes of death with special attention to autopsy; working knowledge of medical terminology and medicine as it pertains to death and varying forms of trauma; possession of effective oral and written communication skills; ability to show compassion and communicate with survivors of the decedent; ability to establish and maintain effective working relationships with other public agencies and the general public; ability to interpret a death scene, identify items of evidence and assess the condition of the body; ability to take proper photographs of scene, body and evidence for documentation; ability to physically remove a body from the scene of death and supervise the transport of the body to the morgue insuring the preservation of any trace evidence; ability to secure facts through investigation and inspections and to analyze and interpret these facts effectively; and ability to prepare and present accurate, objective and thorough reports.