



COUNTY OF VOLUSIA  
invites applications for the position of:

# Medical Examiner Assistant - (Forensic Investigator) Medical Examiner Office

An Equal Opportunity Employer

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**SALARY:** \$17.78 - \$18.67 Hourly

**OPENING DATE:** 07/31/17

**CLOSING DATE:** 08/14/17 11:59 PM

**MAJOR FUNCTIONS:**

The County of Volusia is seeking a Medical Examiner Assistant (Forensic Investigator) for the Medical Examiner's Office. This position is located in Daytona Beach, Florida, and will be responsible for technical work gathering detailed information relative to circumstances surrounding a death. Staff assigned to this classification spend at least 65 percent of their time performing duties that involve the collection, examination, preservation, documentation, preparation, or analysis of human tissues or fluids or physical evidence having potential biological, chemical, or radiological hazard or contamination, or use chemicals, processes, or materials that may have carcinogenic or health-damaging properties in the analysis of such evidence.

**ILLUSTRATIVE DUTIES:**

*(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.)*

- Maintains continuous contact with the County Communications Center to receive notification of a death that has the potential to be considered a medical examiner's case.
- Upon receipt of death notification, establishes contact with reporting agency to receive death information such as body location, apparent manner of death (natural vs. violent or suspicious), name of personal physician (if available), etc. Determines if the medical examiner has jurisdiction in the case.
- Gathers information at death scenes relative to death. Takes detailed notes and photographs at scene. Notifies and authorizes the use of body livery service in accordance with office policy, or transports the decedent with or without assistance to the morgue.
- Writes narratives and obtains documents, agency reports, records and other pertinent information to assist the Medical Examiner in certifying the cause and manner of death. Prepares the medical examiner portion of the death certificate for the medical examiner to sign.
- Communicates, as needed, with the decedent's physician and/or surviving family members and/or others.
- Enters information into the case management system, adds information as developments occur and keeps follow-up entries up-to-date, thus utilizing the system as an essential daily tool for case management.

- May be required to assist with autopsies including opening cranial, chest and abdominal cavities, collecting specimens of blood and other body fluids and removing the organs from such cavities.
- May photograph specimens, prepare specimen labels and operate x-ray equipment.
- May supervise organ and tissue harvesting procedures by tissue procurement agencies.
- Is considered "Mission Essential" - required to be at work or in "on-call" status regardless of emergency situations and general dismissal authorizations, required to carry an employer-issued cell phone and/or pager while on and off shift for contact and communication to ensure critical operations continue in the event of a catastrophe or unavailability of the otherwise assigned individual.
- May be required to be available to assist on-call investigator.
- May be designated a lead worker to supervise other Medical Examiner Assistants in the Investigation Section.
- Attends work on a regular and consistent basis.
- Must adhere to Federal, State, County and Local ordinances.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS:**

Bachelor's degree from an accredited institution in Forensic Science, Biology, Criminal Justice, or related field; AND one (1) year of experience in medicolegal death investigation with a medical examiner/coroner office or law enforcement agency. Certification by the American Board of Medicolegal Death Investigators (ABMDI) or obtain certification within 24 months of hire.

**\*Must possess and maintain a valid Florida driver's license or obtain one by date of hire.**

**\*\*\*In keeping with Division 7, Section 86-263 (2), County of Volusia Merit System Rules and Regulations (MSRR), selection will be based upon the "Rule of Five".\*\*\***

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of state and local regulatory requirements applicable to vital statistics recordation, public records laws and rules of evidence.
- Considerable knowledge of established policies for deciding jurisdiction of cases, as well as investigative procedures for determining causes and manner of death.
- Considerable knowledge of established policies and procedures for receiving, storing and releasing bodies.
- Considerable knowledge of the principles, practices and methods used in the collection, preserving and processing physical and post-mortem evidence.
- Skilled in the use and operation of camera and other photographic equipment.
- Knowledge of medical terminology.
- Skilled in the input of data into a computer database and/or case management system, and the completion of electronic forms.
- Able to work with a degree of independence.
- Able to execute and follow oral and written directions.
- Able to prepare a clear and comprehensive report.
- Able to establish and maintain effective working relationships with other employees, law enforcement officers, medical professionals and the general public.
- Able to handle sensitive and confidential information in a professional manner and maintain confidentiality.
- Able to deal objectively with the emotional stress generated by dealing with death daily and working long hours occasionally under adverse conditions.
- Able to maintain a sense of caring for the survivor's emotional well-being.
- Able to lift cadavers if necessary.
- Able to work on-call 24/7, weekends and nights.
- Skilled in the proper use of office equipment.

- Able to work under stressful conditions.
- Able to interact effectively with others.
- Must be able to relocate to other county locations based upon operational needs.

**ADA REQUIREMENTS:**

**Physical Demands:** Ability to lift 100 lbs. and pull/push 250 lbs.; feel, hear, visual acuity (color, acuity to determine state of contusions and/or lividity) as well as depth perception and peripheral vision necessary to operate a motorized vehicle, carry, walk, stoop, kneel, bend, handle, finger dexterity, talk.

**Environmental Demands:** Inside and outside work. Ability to tolerate exposure to inclement weather (rain, cold, heat, humidity); odors, chemicals, dust, poor ventilation, fumes. Exposure to human remains and body fluids.

**Mental Demands:** Ability to read and comprehend scientific, medical and technical reports, abstracts and documents; memos, evaluations, safety rules, letters. Ability to effectively communicate information to others. Ability to perform general mathematical functions. Ability to write complex sentences relaying information, data and details.

Ability to speak clearly and concisely relating information. Ability to analyze information and develop conclusions.

***Volusia County is a drug-free workplace and an Equal Opportunity Employer committed to a diverse workforce.***

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.volusia.org/humanresources>

OUR OFFICE IS LOCATED AT:  
230 North Woodland Blvd Suite 262  
DeLand, FL 32720  
386-736-5951  
[humanresources@volusia.org](mailto:humanresources@volusia.org)

Job #17-00700  
MEDICAL EXAMINER ASSISTANT - (FORENSIC  
INVESTIGATOR) MEDICAL EXAMINER OFFICE  
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Volusia County is a drug free workplace and an Equal Opportunity Employer committed to a diverse workforce. Veterans' preference pursuant to State law. Individuals with a disability who require special accommodations during the selection process should notify the Human Resources Division at (386)736-5951.

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