



**COUNTY OF VOLUSIA**  
 invites applications for the position of:  
**Medical Examiner**  
**Assistant - (Forensic**  
**Investigator) Medical**  
**Examiner Division**

An Equal Opportunity Employer

**SALARY:** \$17.01 - \$27.51 Hourly  
 \$1,360.51 - \$2,200.43 Biweekly  
 \$35,373.31 - \$57,211.23 Annually

**OPENING DATE:** 06/18/15

**CLOSING DATE:** Continuous

**MAJOR FUNCTIONS:**

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

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.

**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.
- Performs related work as required.

**MINIMUM REQUIREMENTS:**

**\*\*NOTE:** This position is posted on a continuous basis and may close without notice.

Bachelor of Science degree from an accredited institution in Forensic Science, Biology, Chemistry, or related field **AND** one (1) year of related investigative experience. 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. A comparable amount of education, training, or experience may be substituted for the minimum requirements to include six (6) years of related investigative experience. *The preferred candidate* will have three (3) years of related investigative experience and possess the American Board of Medicolegal Death Investigators (ABMDI) certification.

**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. Ability 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.

### **ADA REQUIREMENTS:**

**Physical Demands:** Heavy to very heavy work. Able to lift, pull, push, feel, hear, see (color, acuity, depth perception), carry, walk, stoop, kneel, bend, handle, finger dexterity, talk.

**Environmental Demands:** Inside and outside work. Able 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:** Able to read and comprehend scientific, medical and technical reports, abstracts and documents; memos, evaluations, safety rules, letters. Able to effectively communicate information to others. Able to perform general mathematical functions. Able to write complex sentences relaying information, data and details. Able to speak clearly and concisely relating information. Able to analyze information and develop conclusions.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.volusia.org/personnel>

OUR OFFICE IS LOCATED AT:

230 North Woodland Blvd Suite 262

DeLand, FL 32720

386-736-5951

[personnel@volusia.org](mailto:personnel@volusia.org)

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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Job #15-00502

MEDICAL EXAMINER ASSISTANT - (FORENSIC  
INVESTIGATOR) MEDICAL EXAMINER DIVISION  
DM

**Medical Examiner Assistant - (Forensic Investigator) Medical Examiner Division  
Supplemental Questionnaire**

- \* 1. Your response to the following supplemental questions must match the information in the appropriate sections on your applications. If your responses do not match, your application will be deemed incomplete and will disqualify you from further consideration.  
 I have read and understand the above statement
- \* 2. Do you have a Bachelor of Science degree from an accredited institution in Forensic Science, Biology, Chemistry, or related field?  
 Yes    No
- \* 3. If you answered yes to the previous question, please indicate the degree received. If you answered no, please indicate N/A.
- \* 4. Do you have at least one (1) year of related investigative experience?  
 Yes    No
- \* 5. If you answered yes to the previous question, please indicate the number of years, position title, describe in details your experience and the name of the agency/organization (s). If you answered no, please indicate N/A.
- \* 6. Do you possess a certification by the American Board of Medicolegal Death Investigators (ABMDI)?  
 Yes    No
- \* 7. If you do not possess a American Board of Medicolegal Death Investigators (ABMDI) certification, are you able to obtain one within 24 months of hire?  
 Yes  
 No  
 Not applicable
- \* 8. Do you possess a current Florida Driver's License?  
 Yes    No
- \* 9. Do you have a comparable amount of education, training, or experience that may be substituted for the minimum requirements?  
 Yes    No
- \* 10. If you answered yes to the previous question, please indicate the number of years, position title, describe in details your experience and the name of the agency/organization (s). If you answered no, please indicate N/A
- \* 11. Do you realize this position requires you to respond to death scenes?

Yes  No

\* 12. Do you realize this position requires you to handle deceased bodies that may have traumatic injuries?

Yes  No

\* 13. Do you realize this position requires the upper body strength and physical ability to collect and transfer bodies to a transport vehicle without assistance?

Yes  No

\* 14. Do you realize this position may expose you to a variety of potential biological hazards such as blood?

Yes  No

\* 15. Are you willing to work in such a potentially biohazardous environment, using Personal Protective Equipment (PPE)?

Yes  No

\* 16. Are you willing to submit to the required law enforcement background check and to answer all questions truthfully, accurately and fully?

Yes  No

\* 17. Do you realize misuse or abuse of drugs, alcohol or controlled substances within the last five years may disqualify you from further consideration?

Yes  No

\* 18. Do you realize arrests and/or convictions for certain types of crime within the last ten years may disqualify you from further consideration?

Yes  No

\* 19. Do you realize, if offered this position, you are required to take and to pass a pre-employment physical examination and a urine drug-screening test?

Yes  No

\* 20. Are you willing to work late or come in early in order to meet deadlines and job responsibilities?

Yes  No

\* 21. Are you willing to be on-call and respond to work requirements after hours and on the weekends?

Yes  No

\* 22. Are you willing to assist other staff in the Medical Examiner office in their duties and to

work special projects, as necessary?

Yes  No

\* 23. Are you willing to work during emergency situations, as necessary, at the Volusia County Emergency Operations Center?

Yes  No

\* 24. The salary range for this position is \$35,373.31 - \$55,276.62. New employees are normally hired at the base of the salary range. What is the minimum salary you are willing to accept, per year? If higher than the base, please provide rationale.

Yes  No

\* 25. Please write a short paragraph describing your interest in medicolegal death investigation and a second short paragraph explaining why you want this job with Volusia County.

\* Required Question