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Forensic Investigator I Recruitment #072018-MBAB01-450100

Opening Date 7/21/2018 12:00:00 AM

Closing Date 8/16/2018 11:59:00 PM

Type of Recruitment Casual/Seasonal

Salary \$17.25/hour

Salary Plan M37

Pay Grade FR1

Shift Hours 29.75 hrs/week. Rotating Schedule: 8AM - 4PM, 4PM - 12:00AM, weekends/holidays required.

Employment Type Actual Vacancy

Employment Term Casual/Seasonal

Agency DSHS/Division of Forensic Science

Location(s) Tobin Building: (26351 Patriots Way, Georgetown, DE, 19947)

Contact Name Applicant Services

Contact Phone 302-744-2528

Summary Statement

Incumbent will investigate deaths falling under the jurisdiction of the Division of Forensic Science (DFS). The duties include scene investigation, reports, and lifting/transporting bodies of all weights to DFS facilities in Georgetown and Wilmington. Statewide travel is necessary. Incumbent will interact with law enforcement, medical facilities or agencies, private physicians and family members. Position will work in inclement weather, at various hours of the day or night. Hours include regularly scheduled duty hours, weekends, holidays and on-call periods.

Selective Requirement

Selective Requirements must be met in addition to the job requirements. Applicants who do not possess the selective requirement will not be qualified.

1. Six months experience in conducting medical, legal, or death investigations

Preferred Qualification

Applicants who do not possess the preferred qualification will still be eligible to compete for this position if job requirements are met.

1. Possession of an American Board of Medicolegal Death Investigations (ABMDI) certificate or similar basic death investigator training course certificate

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Investigates circumstances of death at the scene by questioning police, witnesses, medical personnel, and others present; collecting and preserving evidence; photographing the scene and the body.
- Determines compliance with forensic investigation laws, rules, regulations, standards, policies, and procedures.
- Conducts background investigations to gather additional information, such as interviewing relatives of the deceased to ascertain medical history, recent health and other pertinent factors concerning the circumstances surrounding the death; contacts decedent's physician, hospital personnel, dentists, law enforcement, attorneys, and others who may have pertinent information.
- Prepares body for transport while preserving body evidence, transports the body to the office, tags and photographs the body in the autopsy room.

- Coordinate with a tissue procurement agency, the forensic pathologist, and relatives of the deceased to facilitate anatomical gifts.
- Prepares various investigative reports of findings to include statistical data, body condition, body receipts, personal effects receipts, and other forms associated with the disposition of the body.
- Testifies in court concerning the circumstances surrounding the cause of death.
- May assist in the conduct of autopsies by labeling specimen containers, opening and suturing the body, and cleaning the area and instruments; may take x-rays of bodies.

Job Requirements

JOB REQUIREMENTS for Forensic Investigator I

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Six months experience in conducting investigations which includes conducting interviews to obtain confidential information, gathering evidence and documenting findings.
2. Six months experience in determining compliance with laws, rules, regulations, standards, policies and procedures.
3. Six months experience in providing testimony before boards, commissions, administrative bodies or court officials.
4. Six months experience in narrative report writing.
5. Knowledge of civil, criminal or administrative proceedings.
6. Knowledge of forensic, medical, and legal terminology.
7. Possession of a valid Driver's License (not suspended, revoked or cancelled, or disqualified from driving).

Additional Posting Information

This position will have Statewide responsibilities which requires travel throughout the State. The State of Delaware provides transportation services to State agencies.

Conditions Of Hire

Criminal background check: A satisfactory criminal background check is required as a condition of hire. The recruiting agency may require the applicant to pay for the criminal background check as part of the conditional offer of hire.

Pre-employment Drug Testing: Upon a conditional offer, you must undergo pre-employment drug testing as part of the hiring process.

Selection Process

The application and supplemental questionnaire are evaluated based upon a rating of your education, training and experience as they relate to the job requirements of the position. It is essential that you provide complete and accurate information on your application and the supplemental questionnaire to include dates of employment, job title and job duties. For education


and training, list name of educational provider, training course titles and summary of course content. Narrative information supplied in response to the questions must be supported by the information supplied on the application including your employment, education and training history as it relates to the job requirements.

Once you have submitted your application on-line, all future correspondence related to your application will be sent via email. Please keep your contact information current. You may also view all correspondence sent to you by the State of Delaware in the "My Applications" tab at www.delawarestatejobs.com.

Accommodations


Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance. The State of Delaware – An Equal Opportunity and Affirmative Action Employer.

Click on the link below to apply:

Fill out the Supplemental Questionnaire and Application NOW using the Internet.	 Apply Online
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