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## Medical Examiner Death Investigator Trainee (Non-Standard Hours)

(75 Applications Maximum)

Recruitment #1810-MEDINVCPP5-001

**Date Opened** 10/12/2018 12:01:00 PM  
**Filing Deadline** 10/16/2018 9:48:00 PM  
**Salary** \$31,512.00 - \$50,044.80/year  
**Department** Medical Examiner  
**Job Type** Open Recruitment  
**Employment Type** Full-Time  
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### Introduction

#### WHY JOIN US

Hillsborough County Government provides employees with careers that are both professionally and personally rewarding. With a wide range of independent agencies to choose from, the opportunities within Hillsborough County Government are endless! You are not just an employee within the government, you are an ambassador and business partner making a huge impact within our community that helps shape our future.

#### WHY WE EXIST

Our mission is to provide effective quality service at a reasonable cost with courtesy, integrity and accountability in a manner that protects and enhances the quality of life of our diverse population.

### IDEAL CANDIDATE PROFILE

- Possess a American Board of Medicolegal Death Investigator Certification or previous experience working with a Medical Examiner Department
- Familiarity with statute(s), administrative code(s), and practice guidelines for Medical Examiner operations
- Some experience investigating deaths, crimes, or accidents
- Familiarity with medical terminology
- Experience reviewing medical records
- Ability to respond to and investigate deaths at scenes with challenging accessibility (e.g. a two-story home filled with debris or an isolated rural scene)
- Excellent oral and written communication skills
- bilingual (Spanish/English) a plus
- Basic computer literacy

### JOB OVERVIEW

Performs field and administrative duties investigating deaths to assist the Medical Examiner in establishing the cause and manner of death.

### MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED Certificate; and

Six months experience investigating crimes, accidents, or deaths; and Possession of a valid Driver's License. Or

An equivalent combination of education, training and experience that would reasonably be expected to provide the job-specific competencies noted below.

## CORE COMPETENCIES

- **Customer Commitment** - Proactively seeks to understand the needs of our customers and provide the highest standards of service
- **Dedication to Professionalism and Integrity** - Demonstrates and promotes fair, honest, professional and ethical behaviors that establishes trust throughout the organization and with the public we serve
- **Organizational Excellence** - Takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our operations
- **Success through Teamwork** - Collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals

## WORK CATEGORY

**Medium work** - Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

## PHYSICAL REQUIREMENTS

- Must be able to lift up to 50 pounds
- May require some pushing, pulling, bending, and stooping.
- Requires standing for long periods of time.
- Must be able to handle strong sights and smells.

## DUTIES AND RESPONSIBILITIES

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform one or more of the activities described below.

- Receives and investigates initial reports of death from law enforcement personnel, health care providers, funeral homes and other agencies and determines whether a death falls under the Medical Examiner's statutory jurisdiction.
- Responds to and investigates deaths at scenes with challenging accessibility.
- Reads and extracts information from police reports, paramedic reports, medical records and other related documents to develop a fact-basis upon which Medical Examiners can base opinions concerning cause and manner of death.
- Explains state statutes requiring involving medical examiner involvement and jurisdiction to next-of-kin.
- Conducts investigations at the scene of death by collecting trace evidence in cooperation with law enforcement; examining the body for wounds, rigor mortis and lividity; interviewing witnesses and next-of-kin; collecting medications; taking photographs; and providing an organized oral briefing and written summary.
- Prepares and provides cogent investigative reports summarizing medical and social history, terminal circumstances, next-of-kin data and results of inquiries to provide a clear and understandable summary of the investigation.
- Performs field and administrative investigative duties to arrange final disposition of unclaimed bodies as required by statute.
- Prepares death certificates to comply with statutes requiring medical certifications of cause and manner of death.
- Performs other related duties as required.

## JOB SPECIFICATIONS

- Knowledge of modern principles, practices, instruments and methods used in the collection and preservation of death scene and post-mortem evidence and the establishment of chain of custody.
- Knowledge of medical terminology, toxicology, ballistics and the interpretation of medical records related to determining cause of death.
- Knowledge of the policies and procedures related to receiving, identifying, storing and releasing bodies.
- Knowledge of statutes and departmental guidelines related to jurisdiction of Medical Examiner.
- Knowledge of state and federal statutes related to medicolegal death investigations.
- Knowledge of statutory requirements for the preparation and issuance of death certificates.
- Skill in the use of photographic equipment.
- Ability to respond to and investigate deaths at scenes with challenging accessibility.
- Ability to collect, organize and analyze data and make logical conclusions.
- Ability to communicate effectively, both orally and in writing and to use a computer and related software.
- Ability to deal tactfully with people concerning sensitive information.

## Conclusion

### WHAT'S IN IT FOR YOU

We offer much more than the competitive pay you expect. We value our employees and Hillsborough County Government is committed to providing a comprehensive and competitive benefits package. And because we understand that no two people are exactly alike, you can choose what best suits

the needs of you and your family.

- **Health Plan:** The County pays towards health insurance premiums for all employees. Employees can select from three health care plan options. Coverage is effective the first of the month following 30 days of employment.
- **Dental Insurance:** Employees are eligible to enroll in the dental coverage and choose from four options: High DMO, Low DMO, a network Open Access Plan, and a PPO. Coverage is effective the first of the month following 30 days of employment.
- **Vision Care:** Employees and their dependents are eligible to enroll in the vision coverage. Co-payment coverage includes exams, lens and frame, as well as an allowable contact lens expense. Coverage is effective the first of the month following 30 days of employment.
- **Employee Assistance Program:** This program provides all employees and family members with professional, confidential counseling sessions. All employees and dependents are afforded up to six (6) free visits per Plan year. Coverage begins on the first day of employment.
- **Tuition Reimbursement:** Employees may be reimbursed up to \$1,000 (undergraduate), \$2000 (graduate) per fiscal year for classes at an accredited college or university for courses that enhance your ability to perform your current job duties.
- **Holidays:** Employees receive up to 12 paid holidays per year.

Visit our [Employee Benefits](#) page for more exciting details.

#### Veteran's Preference:

Do you qualify for [Veteran's Preference](#)? Preference will only be entitled upon initial appointment for eligible veterans and eligible spouses of veterans. Documentation that clearly shows dates of service, campaign awards or medals received, and character of discharge (DD-214 Member-4 or Service-2 copy) to support entitlement to preference must be provided at the time of application.

#### Equal Opportunity Employer:

Hillsborough County Government provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Hillsborough County Government complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Hillsborough County welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application and testing process. The decision on granting reasonable accommodation requests will be on a case-by-case basis.

Hillsborough County Government expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Hillsborough County Government's employees to perform their job duties may result in discipline up to and including discharge

Hillsborough County is a **drug free** workplace.

#### Response/Recovery Activities:

Employees are required to participate in response/recovery activities in response to an emergency or natural disaster affecting County operations and/or its citizens. In such situations, every effort will be made to maintain operations, but employees will be assigned to carry out response activities suited to their skills and capabilities. \*MON\*

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The mission of Hillsborough County government is to provide effective quality service at a reasonable cost with courtesy, integrity and accountability in a manner that protects and enhances the quality of life of our diverse population.

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