

Medicolegal Death Investigator/Technologist

Open Competitive / Countywide Promotional

Deadline to Apply: Wednesday, November 14, 2018



WHY WORK FOR WASHOE COUNTY?

Annual Salary:
\$60,528 - \$78,707

NV PERS Retirement - Washoe County pays 100% of the PERS contribution for each permanent employee.

Medical, Dental, Vision and Life Insurance – Washoe County contributes 100% of premiums for employees and 50% for dependents. New employees will be automatically enrolled in the High Deductible Health Plan with a Health Savings Account. Employees become eligible for health benefits after 90 days of employment.

[Benefits Link - Click Here](#)

Vacation Accrual

Sick Leave

11 Paid Holidays

Longevity Pay

There are no Social Security deductions (although a 1.45% deduction for Medicare is required)

Washoe County Human Resources
1001 E Ninth Street, RM 220
Reno, NV 89512
(775) 328-2081 (phone)
(775) 328-6119 (fax)
www.washoecounty.us/humanresources
Weekdays, 8:00 a.m. – 5:00 p.m.

Questions: Indu Moore
imoore@washoecounty.us
(775) 328-2095 (phone)



POSITION INFORMATION

Under general supervision, responds to calls and performs death scene investigations; assumes legal custody of remains; performs gross dissection, assisting pathologist with autopsies; maintains examination room, equipment, and supplies; and performs related work as required.

This is an Open Competitive / Countywide Promotional recruitment being conducted to fill a current full time vacancy in the Washoe County Regional Medical Examiner's Office. The list established from this recruitment may be used to fill future vacancies as they occur.

For more information on this position, please see the Job Specification at
<https://www.washoecounty.us/humanresources/jobspecs.php>

MINIMUM QUALIFICATIONS

Sixty (60) semester units from an accredited college or university which included courses in at least two of the following areas: anatomy, physiology, pathology and dissection, medical terminology, or a closely related field; **plus** one year of full time experience as a technician in pathology, histology, surgery, or repeated exposure to catastrophic injury or death (e.g., paramedic, nursing, emergency room, forensic investigation); OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

- ✓ A valid driver's license is required at the time of appointment.
- ✓ American Board of Medicolegal Death Investigation (ABMDI) Registration or Certification is preferred.

CONDITIONS OF EMPLOYMENT

The Washoe County Employees Association (WCEA) Non-Supervisory covers the Medicolegal Death Investigator/Technologist position.

Background checks will be conducted on selected applicants through the State of Nevada and the Federal Bureau of Investigation (FBI).

Per the Washoe County Background and Reference Checks Policy, new and rehired employees are required to submit to a fingerprint based background investigation. The \$36.25** fee associated with this background investigation will be paid by the employee (if applicable) and be deducted automatically from the first paycheck. Employment is contingent upon the results of the background check, although a record of conviction will not necessarily bar an applicant from employment. ** Note: This fee will increase to \$36.75 effective 01/01/19.

Washoe County does not discriminate on the basis of race, color, sex, sexual orientation, gender identify and expression, age, disability or national origin in the activities and/or services which it provides. EOE.



HOW TO APPLY

1. Visit our Job Listing page <https://jobs.washoecounty.us>
2. After verifying you meet the minimum qualifications, select the job you want and click "Apply Online" on the right side of the screen.
3. If you have not applied with us before, click "Create an Account." Be sure to write down your User ID and Password and keep them for your records to use for all future applications.
4. Once you have applied, your application will remain in our system and you can simply click "Log On" and use your same User ID and Password to apply for other positions. You will be able to make any necessary updates to your application as long as the recruitment is open (recruitment documents are not available after the recruitment closes).
5. Fill out the application, submit and read "What Happens Next" below to find out more about your exam and next step.

ADDITIONAL APPLICATION REQUIREMENT

This recruitment uses a **Training and Experience Exam (T&E)**

- The T&E can be found starting on page three of this announcement.
- The T&E will be scored and ranked based on information provided in the answers to each of the questions.
- Failure to attach the T&E to your application at the time of submission, or failure to provide the required responses to the questions may result in disqualification from the selection process.
- The T&E will evaluate your knowledge, skills and abilities in the following areas:
 - ✓ Autopsy and Pathology Assisting
 - ✓ Analytic Evaluation of Medical Examiner/Coroner Cases
 - ✓ Interpersonal Skills
 - ✓ Death Scene Investigation and Associated Protocols

You can find additional information on the Training and Experience Exam at the following link:
<https://www.washoecounty.us/humanresources/Careers/recruitmentandselectionprocess.php>

WHAT HAPPENS NEXT

1. After your application is screened, you will be notified via the email you provided as to whether or not you have met the minimum requirements for the position.
2. Those applicants who do not meet the qualifications have five (5) working days to file an appeal, and request a review of their qualifications.
3. Once the recruitment has closed, a panel of subject matter experts will score your T&E Exam.
4. When the grading is completed, you will receive an additional email notifying you of your score and rank. This rank will be used to determine which candidates will be interviewed by departments trying to fill a vacancy.
5. Hiring departments schedule interviews from a list of top scoring candidates. If your name is not sent to the hiring department, it will remain on the list for future opportunities as they become available.

If you have any questions regarding the Online Application Process you can find additional information at the following link:
<https://www.washoecounty.us/humanresources/faq/online/appprocess.php>

VETERAN POINT

Eligible veterans who were honorably discharged from the U.S. Armed Forces shall receive one (1) bonus point upon passing **Open Competitive examinations only**. In order to be given a bonus point, applicants must attach proof of Honorable Discharge (DD-214 with Classification of Discharge) to the Online Application at time of submission.

TRAINING AND EXPERIENCE EXAM
MEDICOLEGAL DEATH INVESTIGATOR/TECHNOLOGIST
MUST BE SUBMITTED WITH APPLICATION BY WEDNESDAY, NOVEMBER 14, 2018

Please provide accurate, complete, detailed and specific information relating to your experience. This exam will be scored and ranked based on information provided in the answers to each of the questions.

“Tab” to go to next field in the form. Or “Shift”+“Tab” to go back one field in the form.

LAST NAME: _____

FIRST NAME: _____

DATE: _____

1. Describe your education, training and experience in performing or assisting with anatomic dissection and autopsy including; specific methods for postmortem examination/dissection, and procedures for collection and preservation of evidence.

2. Describe your experience working with physicians and other medical and investigative agencies or personnel, and your experience in conducting death investigations.

3. Describe your experience in assisting with autopsy cases that may involve; long-postmortem interval, children, and suspicious or challenging circumstances of death. Provide a brief description of such cases and how you assisted with case management.

4. Describe an example of when you exercised emotional control in an emotionally charged or stressful situation.

5. Describe your experience in utilizing basic surgical tools, x-ray, photography, and computer databases for case examination and management.

6. Provide an example of how you have dealt with each of the following situations:
- Multiple simultaneous cases mandating triaging and “flexing” of case scheduling.
 - Use of discretion and professionalism in maintaining patient/case confidentiality.
 - An “unexpected” examination finding such as hemopericardium.

To attach to application once complete:

- Go to <https://jobs.washoecounty.us>

- Click on “Apply Online” for the position for which you previously submitted your application
- Log into application using your previously created user ID and password
- Once your application is accessed, you can make any corrections or changes to the application.
- Once you have made all changes, click the last tab for attachments. Attach your Training and Experience Exam, resume, and etc.
- Click on the “Submit” button