



**COUNTY OF SANTA CLARA
INVITES APPLICATIONS FOR THE POSITION OF:**

Medical Examiner - Coroner Investigator

An Equal Opportunity Employer

SALARY

\$47.56 - \$57.81 Hourly \$3,804.80 - \$4,624.48 Biweekly \$8,243.73 - \$10,019.71
Monthly \$98,924.80 - \$120,236.48 Annually

ISSUE DATE: 12/27/18

FINAL FILING DATE: 01/10/19. If the Final Filing Date states "Continuous", the application filing period may close any time after ten business days from the issue date of this job announcement if sufficient qualified applications have been received. Postmarks are not acceptable, therefore it is important to submit your application as soon as possible.

THE POSITION

Under direction, to conduct investigations into the cause, manner, and circumstances of death in cases of unattended natural death, accident, suicide, or homicide.

TYPICAL TASKS

- Conducts investigations into the cause, manner, and circumstances of death, and works closely with physicians to make determination;
- Responds to calls from law enforcement agencies, hospitals or private citizens concerning unattended or traumatic deaths, and authorizes removal of bodies from death scenes;
- Interviews witnesses, physicians, police officers, and family members to obtain facts concerning the deaths;
- Takes or orders photographs be taken;
- Makes positive identification of deceased and may take fingerprints for identification purposes;
- May personally notify family of deceased;
- Discusses findings with law enforcement, laboratories, and others to determine circumstances surrounding death;
- Reports findings to Chief Medical Examiner-Coroner Investigator and/or Assistant Medical Examiners;
- Discusses findings with District Attorney's Office where criminal prosecution is indicated;

- Prepares written case reports;
- Takes charge of personal property and evidence found at death scenes;
- Maintains chain of evidence;
- Appears as witness in criminal and civil proceedings and at industrial accident boards to testify to facts gathered during investigation;
- Investigates requests for indigent disposition;
- May release information to news media on Medical Examiner-Coroner's Office cases;
- May be assigned as a Disaster Service Worker, as required;
- Performs other related duties as required.

EMPLOYMENT STANDARDS

Sufficient training and experience to demonstrate the ability to perform the above tasks and attainment of the knowledge and abilities listed below.

Training and Experience Note: Training and experience equivalent to possession of an Associate's Degree from an accredited college in General Education, Criminal Justice, Mortuary Science or a related field;

-AND-

One (1) year of experience in a medical, nursing, or investigative field, Medical Examiner's Office or Coroner's Office, which must include working with deceased persons and/or their families, investigating, interviewing individuals, and preparing detailed written reports for law enforcement, medical, or other related agencies.

Completion of an approved course of instruction in death investigation, such as California POST Coroner's Death Investigation course or equivalent, is preferred, and may substitute for six (6) months of the experience.

Strong preference may be given to candidates in possession of a valid diplomate or board certificate through The American Board of Medicolegal Death Investigators (ABMDI).

Special Requirements:

Possession of a valid California Driver's License prior to appointment and the ability to obtain and maintain a County driver's authorization.

Knowledge of:

- Investigative techniques and practices;
- Rules of evidence regarding chain of custody and methods to preserve and safeguard evidence;

- Laws, ordinances, and regulations governing the operation of the Medical Examiner-Coroner's Office;
- Office computer applications such as word processing, spreadsheets and email.

Ability to:

- Learn basic anatomy and physiology;
- Work closely with physicians when investigating cause, manner, and circumstance of unattended or traumatic death;
- Read and understand medical charts;
- Deal tactfully with persons especially under emergency and emotional situations;
- Establish and maintain effective working relationships;
- Write and type accurate and comprehensive reports on the findings of an investigation;
- Gather and evaluate evidence;
- Testify in court;
- Demonstrate effective interpersonal and communication skills;
- Work alone and independently.

PHYSICAL REQUIREMENTS

- Work under unpleasant conditions, such as decomposed bodies, bodies with extensive physical injuries, and other similar conditions;
- Work rotating shifts, weekends, holidays, and odd or irregular hours;
- Be able to manipulate/maneuver up to 100 pounds of body weight.

VETERANS PREFERENCE INFORMATION: Any veteran who has submitted a copy of their DD214 form, and received a discharge of other than dishonorable, from the armed forces showing service in any branch of the United States military will be given a preferential credit of five percent (ten percent for those identified as disabled veterans), after attaining a passing examination score for a numerically scored examination, as applicable by Memorandum of Understanding.

THE EXAMINATION PROCESS: The examination process may include one or more of the following: application review, application appraisal, preliminary competitive rating, performance test, written test, and/or oral interview examination.

This recruitment may require completion of Supplemental Questions in order to evaluate your education, training and experience relative to the required knowledge and abilities for the position you are applying for.

Your responses to the questions may also be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the Competitive Rating evaluation has begun.

*New Hires shall be subject to a pre-employment criminal background check.

DISASTER SERVICE WORKERS: Under California law, all County employees are designated as Disaster Service Workers (DSW). In the event of a catastrophic event, County employees may be expected to fulfill emergency action assignments. As DSW's, they may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

INFORMATION ON PERS CONTRIBUTION: For new members, salaries above a limitation imposed by federal law (that limit per IRS is \$121,388 for 2018): (1) neither the County nor the employee makes contributions to PERS on the portion of salary that exceeds the limit, and (2) the portion of the salary that exceeds the limit is not used by PERS to calculate the retirement benefit. If you were a member prior to January 1, 2013, the limit is \$275,000 for 2018.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.sccjobs.org/>

OR

70 W. Hedding Street, 8th Floor, East Wing
San Jose, CA 95110

EXAM #18-V85-A
MEDICAL EXAMINER - CORONER INVESTIGATOR
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Medical Examiner - Coroner Investigator Supplemental Questionnaire

- * 1. Please answer the following questions. This information is REQUIRED, as it will be used to initially determine minimum qualifications. For those applicants meeting the employment standards, this information will be critical in any subsequent competitive assessment to identify those candidates to be invited to continue in the examination process. Resumes will not be accepted in lieu of required supplemental responses. Please do not say "see resume" or "see application" or your application will be deemed incomplete. Do you understand this requirement?
- ☐ Yes ☐ No
- * 2. What is the highest level of education you have completed?
- ☐ 8th Grade
☐ High School or GED equivalent
☐ College (1 to 29 semester units / 1 to 44 quarter units)
☐ College (30 to 59 semester units / 45 to 89 quarter units)
☐ College (60 to 89 semester units / 90 to 134 quarter units)
☐ College (90 to 119 semester units / 135 to 179 quarter units)
☐ College (120 or more semester units / 180 or more quarter units)
☐ Associate's Degree
☐ Bachelor's Degree
☐ Master's Degree
☐ Doctoral Degree
- * 3. Do you possess an equivalent to an Associate's Degree or higher from an accredited college in any of the following:
- ☐ General Education
☐ Criminal Justice
☐ Mortuary Science
☐ Related Field
☐ None of the above
- * 4. If you chose "Related Field" in the question above, please list the related field.
- * 5. Have you completed an approved course of instruction in death investigation, such as the California POST Coroner's Death Investigation course or equivalent?
- ☐ Yes ☐ No
- * 6. If you answered "Yes" to the question above, please provide the course name, the institution you attended, and the date(s) completed. If you answered "No", type "N/A".
- * 7. How many years of experience do you possess in a medical, nursing, or investigative field, or in a Medical Examiner's Office or Coroner's Office?
- ☐ None
☐ Less than one year
☐ One to less than two years
☐ Two to less than three years
☐ Three to less than four years
☐ Four or more years

- * 8. Describe your experience in a nursing, medical, or investigative field, or in a Medical Examiner/Coroner office. Include your employer's name, your job title, your job duties, dates of employment, and hours worked per week. If none, type "N/A".
- * 9. How many years of experience do you have working with deceased persons, communicating with next of kin or families, and/or other associated legal mandates?
 - ☐ None
 - ☐ Less than one year
 - ☐ One to less than two years
 - ☐ Two to less than three years
 - ☐ Three to less than four years
 - ☐ Four or more years
- * 10. Please describe your experience working with deceased persons and communicating with next of kin or families, and/or other associated legal mandates. Include your employer's name, your job title, your job duties, dates of employment, and hours worked per week. If none, type "N/A".
- * 11. How many years of experience do you possess investigating and interviewing individuals and preparing detailed written reports for law enforcement, medical, or other related agencies?
 - ☐ None
 - ☐ Less than one year
 - ☐ One to less than two years
 - ☐ Two to less than three years
 - ☐ Three to less than four years
 - ☐ Four or more years
- * 12. Describe your experience investigating and interviewing individuals and preparing detailed written reports for law enforcement, medical, or other related agencies. Include your employer's name, your job title, your job duties, dates of employment, and hours worked per week. If none, type "N/A".
- * 13. How many years of experience do you have reviewing death investigative reports and processing death certificates?
 - ☐ None
 - ☐ Less than one year
 - ☐ One year to less than two years
 - ☐ Two years to less than three years
 - ☐ Three years to less than four years
 - ☐ Four or more years
- * 14. Describe your experience reviewing death investigative reports and death certificates. Include your employer's name, your job title, your job duties, dates of employment, and hours worked per week. If none, type "N/A".
- * 15. Do you possess a valid diploma or board certificate through the American Board of Medicolegal Death Investigators (ABMDI)? If yes, please attach to your application.
 - ☐ Yes ☐ No
- * 16. How many years of experience do you have in answering high-volume of phone calls including working with difficult, irate customers?

- ☐ None
- ☐ Less than one year
- ☐ One to less than two years
- ☐ Two to less than three years
- ☐ Three to less than four years
- ☐ Four or more years

- * 17. Describe your experience answering high-volume of phone calls including working with difficult, irate customers. Include your employer's name, your job title, your job duties, dates of employment, and hours worked per week. If none, type "N/A".
- * 18. Describe your experience multi-tasking, prioritizing, adapting, and dealing with changing workloads. Include your employer's name, your job title, your job duties, dates of employment, and hours worked per week. If none, type "N/A".
- * 19. Are you willing to work under unpleasant/unsanitary conditions, such as working with bodies with extensive physical injuries, bodies in different stages of decomposition, bodies that may be carrying contagious diseases, bodies that may be located in confined areas, and other similar conditions?
☐Yes ☐No
- * 20. Are you willing to work rotating shifts, weekends, holidays, on-call, work in all weather conditions, and odd or irregular hours?
☐Yes ☐No

* Required Question