



SPOKANE COUNTY
invites applications for the position of:

**Deputy Medicolegal Death
Investigator (OPEN &
PROMOTIONAL)**

SALARY: \$22.87 - \$30.86 Hourly
\$3,963.92 - \$5,348.68 Monthly
\$47,567.04 - \$64,184.16 Annually

OPENING DATE: 01/07/19

CLOSING DATE: Continuous

DEPARTMENT: Medical Examiner

JOB SUMMARY:

WHO MAY APPLY: This recruitment is open to all applicants meeting the minimum requirements. Priority consideration will be given to Spokane County employees in a position covered by the Master Contract submitting applications between 1/7/19 and 1/11/19. First consideration will be given to applicants working in the Medical Examiners department in a position covered by the 1553 Collective Bargaining Agreement (CBA); second consideration given to County-wide applicants in a position covered by the 1553 CBA; third consideration given to applicants covered by the Master Contract CBA; fourth consideration will be given to all other applicants.

TOTAL COMPENSATION: \$60,885.81 - \$82,155.72 annually. Total compensation is an estimate based upon base compensation, median retirement fund contributions, and current employer-paid health and related benefit contribution rates (including medical, dental, life insurance, long term disability, and leave). The actual total will vary depending upon each employee's enrollment choices.

Responds to and participates in the on-scene investigation of unnatural and/or unattended deaths in a 24 hour operation. Assists with autopsies and is familiar with all autopsy room procedures. Prepares investigative reports as required.

EXAMPLES OF DUTIES:

(Duties may include but are not limited to the following.)
Travels to the scene of homicides, suicides, accidental, questionable and/or unattended deaths as required in accordance with established call schedule.

Takes custody of remains in accordance with prescribed protocol and procedure.

Performs initial on-scene examination of remains.

Conducts joint investigation of cause of death in association with law enforcement officials attending the scene. Collects information relevant to or related to, cause and manner of death.

Conducts external examination of bodies as required in individual cases and photographs all pertinent investigative features at the scene.

Oversees the removal and/or release of body to appropriate agencies or funeral homes.

Collects data and prepares reports on death investigations in accordance with pre-established policy and procedure ensuring accuracy and completeness of information.

Conducts follow-up investigations as required.

Practices appropriate environmental safety and/or infection control methods.

Performs miscellaneous job-related duties as assigned.

With additional training, assists in autopsies including photography, collection of personal effects and/or evidence, direct contact with remains/evisceration, procurement of tissue samples, procurement of toxicology samples and fingerprints, labeling of containers and other forms, transfer of remains to funeral home. Assists in cleaning/decontamination of autopsy suite; ordering, stocking and maintenance of equipment and supplies; and storage and documentation of evidence/tissues.

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE: Two years of college level coursework in the field of law enforcement, forensic science, biology, health science or related area and three years experience in related field.

LICENSE: Must possess a valid driver's license at time of appointment.

CERTIFICATION: Must be certified as a Medicolegal Death Investigator by the American Board of Medicolegal Death Investigators within two (2) years of date of hire and maintain certification throughout employment.

SPECIAL REQUIREMENT: Applicant must be willing to sign confidentiality statement related to information obtained related to personal data of decedents.

NOTE: Must be able to pass a background investigation.

SELECTION FACTORS:

Knowledge of:

- anatomy, physiology and/or biology.
- cameras and photographic procedures.
- safety and infection control standards.
- law enforcement procedures in relation to crime scene investigation and evidence identification.

Ability to:

- operate on a scheduled on-call basis 24 hours per day, 7 days per week, including

weekends and holidays.

- lift and manipulate heavy objects.
- work with distressing procedures and circumstances and/or unpleasant odors.
- understand and communicate medical/forensic information and terminology.
- communicate effectively both verbally and in written reports.
- respond to scene investigations in a timely fashion.
- provide legal testimony, if required by law.
- maintain quality safety and infection control standards.
- maintain chain-of-custody procedures with respect to evidence collection and personal effects.
- maintain confidentiality with respect to information gathered during on-scene and autopsy investigations.
- work effectively with a variety of professionals including law enforcement agencies and funeral home directors.
- extrapolate pertinent factors related to death investigations from medical records.

Skilled in:

- the use of personal computers.

WORK ENVIRONMENT & PHYSICAL DEMANDS

The work environment may involve:

- considerable exposure to unusual elements such as extreme temperatures, dust, fumes, smoke, loud noises, noxious odors and various chemical agents.
- moderate to heavy physical activity.
- handling objects weighing up to 300-400 pounds.
- standing or working for more than four hours per day.
- exposure to potentially dangerous materials and situations that require extensive safety precautions and may include use of protective equipment.
- tuberculosis tests and voluntary vaccinations..

APPLICATIONS MUST BE FILED ONLINE AT:
<http://www.spokanecounty.org/employment>

Position #19-00004
DEPUTY MEDICOLEGAL DEATH INVESTIGATOR (OPEN &
PROMOTIONAL)
LW

824 N Adams
Spokane, WA 99260
509-477-5750

lwojtowicz@spokanecounty.org

Human Resources Civil Service
(509) 477-5750 (509) 477-4711
hr@spokanecounty.org cs@spokanecounty.org

Deputy Medicolegal Death Investigator (OPEN & PROMOTIONAL) Supplemental Questionnaire

* 1.

Do you have two years college level coursework in the fields of law enforcement, forensic science, biology, health science or related area and three years' experience in a related field?

- ☐ Yes
- ☐ No

* 2. Do you possess a valid driver's license?

- ☐ Yes
- ☐ No

* 3. Death investigators routinely work non-standard hours, to include weekends, evenings and night shifts as scheduled by management. Shifts change without much notice. Please describe your ability to work non-standard hours and ability to change shifts as needed.

* 4. What do you believe the most important role(s) of the Medical Examiner is/are?

* 5. Please describe your exposure to anatomy, physiology and/ or biology.

* 6. Please describe your experience with cameras and photographic equipment.

* 7. What is your experience with law enforcement procedures in relation to crime scene investigation?

* 8. What is your experience with safety and infection control standards? Please describe.

* 9. Please describe in detail your ability to work with distressing procedures and circumstances and/or unpleasant odors.

* 10. Please check the box that applies to your current Union status (if you are not a current Spokane County employee, please select "I am not a Union member").

- ☐ I am in the open position's department and my position is covered by the 1553 collective bargaining agreement
- ☐ I am in another department and my position is covered by the 1553 collective bargaining agreement
- ☐ I am in a position covered by the Master Contract collective bargaining agreement (not 1553)
- ☐ I am in a position covered by another collective bargaining agreement (not 1553 or Master Contract)
- ☐ None of the above apply

* Required Question