



**DENVER**<sup>®</sup>  
THE MILE HIGH CITY

**CITY AND COUNTY OF DENVER**

Office of Human Resources

201 W Colfax Ave, Dept 412, Wellington E. Webb

Municipal Office Building

Denver, CO 80202

(720) 913-5615

<http://www.denvergov.org/jobs>

**INVITES APPLICATIONS FOR THE POSITION OF:**

**Medicolegal Death Investigator**

**(Coroner's Investigator)**

*An Equal Opportunity Employer*

**SALARY**

\$26.10 - \$38.10 Hourly

**OPENING DATE:** Mon. 1/6/2014

**CLOSING DATE:** Mon. 01/13/14 11:59 PM Mountain Time

**THE POSITION**

The City and County of Denver's Office of the Medical Examiner is seeking a Medicolegal Death Investigator to perform full-performance Investigation work regarding deaths reportable to the Coroner as per the CRS 30-10-606 to determine cause/manner of death.

The Office of the Medical Examiner is responsible for the investigation of deaths that occur suddenly and unexpectedly, by any unnatural or traumatic means, or under suspicious circumstances. We certify the death and are responsible for subsequent testimony both in civil and criminal litigation. We actively participate in educational programs to enable health professionals as well as law enforcement officials to better understand mechanisms of trauma and sudden death.

**JOB RESPONSIBILITIES**

Conducts investigations and ascertains the cause, manner, and circumstances of reportable death.

Determines investigative technique, scope, timing and direction of investigations.

Locates the next of kin by contacting designated representatives, treatment agencies, family members,

insurance companies, and other interested parties.

Researches and verifies decedent identity through police records, treatment agencies, employers, and description from friends and family, and uses medical history, x-rays, fingerprints, dental information and insurance reports to compile supplemental reports.

Verifies cause of death for death certificate investigation to determine if further investigation by the Medical Examiner's Office is required.

Evaluates and preserves all information and documentation gathered, secures personal effects, home, and other personal property of decedent pending arrival of family, personal representative, or public administrator.

Maintains investigation records including reports of decedents, statistical data from logs, and special project assignments.

Performs research, assembles and organizes documents, and provides information to insurance companies, attorneys, and other interested parties.

### **QUALIFICATIONS**

#### **Education Requirement:**

Baccalaureate Degree in Criminal Justice, Law Enforcement, Nursing, or a related field.

#### **Experience Requirement:**

Three years of professional experience conducting comprehensive investigations of complex criminal/ civil cases, or a related field. One year of internship with the Denver Office of the Medical Examiner could substitute for one year of required experience.

#### **Education/Experience Equivalency:**

Additional appropriate type/level of related experience may be substituted for the minimum education requirement on a year-by-year basis.

#### **Licensure and/or Certification:**

Possession of valid Colorado Class "R" Driver's License at the time of application.

### **ADDITIONAL INFORMATION**

The City and County of Denver values leadership that influences the commitment, ability and willingness of employees to provide quality service to the citizens of Denver.

**Classification Title:** Coroner's Investigator

**Pay Grade:** 623-N

**Compensation Range:** \$26.10 - \$38.10 Hourly

**Agency:** Office of the Medical Examiner

**To Apply:** please select the apply button at the top of this posting / visit: [www.denvergov.org/jobs](http://www.denvergov.org/jobs)

**Testing:** 100% Scored Supplemental

**Background Check/Drug Testing:** Candidates must pass a criminal background check, 10 year employment verification and education verification. Additional checks such as credit and drug testing may be required.

**Probationary Period:** The successful candidate will be required to complete a minimum six month probationary period (benefits will be active during this time) prior to attaining Career Status with the City.

**Recruiter:** TA

RESUMES MAY BE FILED ONLINE AT:

<http://www.denvergov.org/jobs>

EXAM #27738

CORONER'S INVESTIGATOR

TA

### Coroner's Investigator Supplemental Questionnaire

- \* 1. Do you have a Baccalaureate Degree in Criminal Justice, Law Enforcement, Nursing, or a related field?

☐ Yes ☐ No

- \* 2. Do you have three years of professional experience conducting comprehensive investigations of complex criminal/ civil cases, or a related field?

☐ Yes ☐ No

- \* 3. The following supplemental questions may be used as a scored evaluation of your knowledge, skills and experience. Be certain that the choices you make and the answers you provide correspond to the information you have provided on your application and resume. Please be as honest and accurate as possible. You may be asked to demonstrate your knowledge and skills in a work sample or during a hiring interview. It is highly likely that your answers will be evaluated separately from your application. It is also highly likely that each rater will review only one answer per candidate. Because of this, "See resume" and "See previous answer" are not acceptable answers to these questions. By completing this supplemental evaluation, you are attesting that the information you have provided is accurate. Any information you provide may be reviewed by the hiring manager. Any misstatements or falsification of

information may eliminate you from consideration or may result in dismissal

- ☐ Yes, I understand and agree
- ☐ No, I do not agree and will withdraw from the process

\* 4. Please select the option which best describes your experience conducting investigations and ascertaining the cause, manner, and circumstances of a reportable death:

- ☐ 3 years to less than 4 years
- ☐ 4 years to less than 5 years
- ☐ 5 years or more
- ☐ I do not have this experience

\* 5. Please select the option which best describes your experience researching and verifying decedent identity through police records, treatment agencies, employers, and description from friends and family, and uses medical history, x-rays, fingerprints, dental information and insurance reports to compile supplemental reports:

- ☐ 3 years to less than 4 years
- ☐ 4 years to less than 5 years
- ☐ 5 years or more
- ☐ I do not have this experience

\* 6. Please select the option which best describes your experience performing research, assembling and organizing documents, and providing information to insurance companies, attorneys, and other interested parties:

- ☐ 3 years to less than 4 years
- ☐ 4 years to less than 5 years
- ☐ 5 years or more
- ☐ I do not have this experience

\* Required Question