



**DANE COUNTY**  
invites applications for the position of:

## **LTE Medicolegal Investigator**

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**SALARY:** \$33.44 Hourly

**OPENING DATE:** 07/26/19

**CLOSING DATE:** 08/16/19 04:30 PM

**DESCRIPTION:**

THIS RECRUITMENT IS FOR THE (LTE) LIMITED TERM EMPLOYEES ONLY.  
IF YOU ARE INTERESTED IN THE FULL TIME POSITION, YOU MUST APPLY FOR THE MEDICOLEGAL INVESTIGATOR RECRUITMENT ON THE WEBSITE.

Under general supervision, investigates deaths, determines jurisdiction, and reports case and scene findings to assist the Medical Examiner in determining the cause and manner of death.

**Limited Term employees are limited to 1,200 hours in a payroll year and are not guaranteed any hours per week.**

### **EQUITY, DEFINITION AND EXAMPLES OF DUTIES:**

#### **Commitment to Equity & Inclusion**

As an employer, we strive to provide a work environment where diversity and differing opinions are valued, creativity is encouraged, continuous learning and improvement are fostered, teamwork and open/honest communication are encouraged, and meeting customer needs through quality service is a shared goal. All employees must be able to demonstrate multicultural competence – the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways. Applicants from traditionally underrepresented populations including women, racial and ethnic minorities, and persons with disabilities are especially encouraged to apply.

Investigates death scenes, takes telephone reports of deaths where appropriate and reports findings to the pathologist to assist in the determination of Cause and Manner of death in accordance with Wisconsin State Statutes

- Examines evidence at scenes to establish an initial assessment of the cause and manner of death natural, suicide, accidental, homicidal or undetermined.
- Assists in the identification of the decedent by examining the body and the scene of the death, and gathering additional information as needed.
- Collects and preserves physical evidence in accordance with established chain of custody procedures.
- Notifies the next of kin personally or in conjunction with law enforcement, judicial agencies, or chaplain services.
- Supervises and assists with the removal of a decedent from a scene and the transport and accession at the morgue.
- Obtains personal data and medical history on cases from hospital personnel, health care personnel, interviews with family, neighbors, friends and others.
- Testifies in civil and criminal court cases on results of investigations and other expert information.
- Prepares death certificates for certification by pathologists.
- Prepares disinterment permits, subpoenas and other legally binding documents for embalming and cremation.
- Establishes and maintains effective working and public relations with various local and state law enforcement agencies, federal officers, county departments and the public.
- Assists at select autopsies with photographic duties, collection and documentation of evidence

- recovered at postmortem examination.
- Attends select autopsies and participates as required under pathologists supervision.
- Performs other duties as required.

## **EDUCATION, EXPERIENCE & SPECIAL REQUIREMENTS:**

Any combination of training or experience equivalent to an associate degree in police science, forensic science, medicine or nursing, crime scene investigation, anthropology, medicolegal death investigation, biology, anatomy, pharmacology, funeral sciences or other related field of study, or two years experience either performing criminal or civil investigations including the writing of investigative reports.

An equivalent combination of education and work experience that satisfy the requirements of the job may be sufficient

Possession of or eligibility for a valid Wisconsin drivers license; access to reliable personal motor vehicle transportation; availability to work evenings, weekends and holidays. Dane County residency is not required for LTE positions but will be required for permanent positions.

Applicants being considered for employment will need to pass a background check, physical exam and a psychological exam.

## **KNOWLEDGE, SKILLS & ABILITIES:**

- Considerable knowledge of Chapter 979 of the Wisconsin State Statutes concerning the investigation of death.
- Considerable knowledge of causes and manners of death and their manifestations with regard to the body, scene and history.
- Considerable knowledge of investigative techniques, principles, and practices used in the research of cause and manner of death.
- Considerable knowledge of the morphological aspects of the causes of death with special attention to autopsy.
- Working knowledge of medical terminology and medicine as it pertains to death and varying forms of trauma.
- Ability to communicate with survivors of the decedent.
- Ability to establish and maintain effective working relationships with other public agencies and the general public.
- Ability to interpret a death scene, identify items of evidence and assess the condition of the body.
- Ability to take proper photographs of scene, body and evidence for documentation.
- Ability to physically remove a body from the scene of death and supervise the transport of the body to the morgue insuring the preservation of any trace evidence.
- Ability to secure facts through investigation and inspections and to analyze and interpret these facts effectively.
- Ability to prepare and present accurate, objective, and thorough reports.
- Ability to respond to calls in a timely fashion.
- Oral and written communication skills.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/countyofdane>

Position #2019-00407  
LTE MEDICOLEGAL INVESTIGATOR  
DH

210 Martin Luther King Jr Blvd, Room 418  
Madison, WI 53703  
(608) 266-4125

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