



DANE COUNTY
invites applications for the position of:

Medicolegal Investigator

SALARY: \$34.44 - \$44.50 Hourly

OPENING DATE: 05/08/20

CLOSING DATE: 05/22/20 04:30 PM

DESCRIPTION:

THIS RECRUITMENT WILL BE USED FOR REGULAR FULL-TIME POSITION AND FOR (LTE) LIMITED TERM EMPLOYMENT POSITIONS.

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.

Dane County offers a wide range of benefits including fully paid dental and HMO health insurance premiums for full time employees. The County will also provide contributions towards POS health insurance premiums and short/long term disability. Additional benefits available include long term care, vision coverage, flex spending account and deferred compensation programs paid in full by the employee and a wellness program (for further details visit www.countyofdane.com/emprel). Employees hired after 7-1-11 must be expected to work a minimum of 1200 hours annually to be enrolled in the Wisconsin Retirement System when hired. Dane County also provides 6 weeks of paid parental leave for birth or adoption of a child.

The eligible list created from this posting will be used for future vacancies for six (6) months.

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.

Possession of or eligibility for a valid Wisconsin driver's license; access to reliable personal motor vehicle transportation; availability to work evenings, weekends and holidays. Dane County residency is required following employment.

Background Check Statement: Some positions may require a criminal background check which can include fingerprinting due to the nature of the job's responsibilities. Wisconsin's Fair Employment Law, s. 111.31 – 111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. However, Dane County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history (e.g., the nature of the crime and its relationship to the position, whether hiring, transferring or promoting an applicant would pose an unreasonable risk to the business, its employees, customers and vendors, etc.) Management reserves the right to make employment contingent upon successful completion of the background check.

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.

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

Position #2020-00222
MEDICOLEGAL INVESTIGATOR
DH

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

employee-relations@countyofdane.com

Medicolegal Investigator Supplemental Questionnaire

- * 1. This recruitment will be used for regular and (LTE) Limited Term Employment positions. If you meet the minimum requirements and take the written exam, will you be interested in interviewing for an LTE position?

☐ Yes ☐ No

- * 2. The Medical Examiner's Office uses LTE Medicolegal Investigators (MLIs) to fill numerous shift vacancies that regularly occur in the current staffing schedule. LTE MLIs are also used to fill vacancies related to vacations, holiday vacancies and sick leave shifts. LTEs can work up to 1200 hours a year. LTE MLIs have no expectation of hours and are not entitled to most benefits. LTE MLIs have the same starting wage as Regular FTE MLIs. There are several LTE MLIs employed by the Medical Examiner's Office. Have you read this information regarding LTE Medicolegal Investigator positions

☐ Yes ☐ No

- * Required Question