



DANE COUNTY
invites applications for the position of:

LTE Medicolegal Investigator

SALARY: \$34.44 Hourly
OPENING DATE: 01/13/21
CLOSING DATE: 02/05/21 04:30 PM
DESCRIPTION:

This recruitment is only for Limited Term Employment (LTE). There will be no full time positions hired from this recruitment.

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

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.

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.

EQUITY, DEFINITION AND EXAMPLES OF DUTIES:

- Investigates death scenes, takes telephone reports of deaths that fall under the jurisdiction of the medical examiner and reports findings to the pathologist to assist in the determination of Cause and Manner of death in accordance with Wisconsin State Statutes.
- Obtains personal data and medical history on cases from hospital personnel, health care personnel, and interviews with family, neighbors, friends and others.
- Examines evidence at scenes to establish an initial assessment of the cause and manner of death natural, suicide, accidental, homicidal or undetermined.
- Photographs death scenes and decedent as required.
- 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 and biological evidence in accordance with established recovery and chain of custody procedures.
- Collects, inventories, documents and packages prescription medications from death

- scenes in accordance with agency policy.
- Supervises and assists with the removal of a decedent from a scene and the transport and accession at the morgue.
- Notifies the next of kin personally or in conjunction with law enforcement, judicial agencies, or chaplain services.
- Receives and documents autopsy requests from partner counties. Documents case details and provides information to pathologists regarding these cases.
- Performs cremation examinations and issues cremation permits as required by state statute and agency policy.
- Prepares death certificates for certification by pathologists.
- Prepares disinterment permits, embalming permits, subpoenas for records and other legally binding documents.
- Assists at select autopsies with photographic duties, collection and documentation of evidence recovered at postmortem examination.
- Attends select autopsies and participates as required under pathologist's supervision.
- Assists in training new Medicolegal Investigative staff from Dane County and other partner counties.
- Assists in Mass Fatality planning and preparation.
- Assists in equipment testing, training, and preventative maintenance.
Assists with vehicle maintenance such as cleaning vehicles, checking fluids and fueling as required.
- Operates Ultraviolet germicidal irradiation equipment in facility.
- Assists with record management and retention duties.
- Testifies in civil and criminal court cases on results of investigations and other expert information.
- Establishes and maintains effective working and public relations with various local and state law enforcement agencies, federal officers, county departments and the public.
- 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 driver's 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.

LTE Medicolegal Investigators are used to fill vacancies in the scheduled rotation, vacation and holiday vacancies, open shifts due to illness and for responding to simultaneous calls for service.

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.
- Working knowledge of Bloodborne Pathogen best practices.
- Working knowledge of various PPE equipment to include air purifying respirators.
- 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.
- Must be able to work 12-hour shifts days, nights, and weekend shifts.

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

Position #2020-00635
LTE MEDICOLEGAL INVESTIGATOR
DH

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

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LTE Medicolegal Investigator Supplemental Questionnaire

- * 1. Do you have 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
- ☐ Yes ☐ No

* Required Question