

VENTURA COUNTY, MEDICAL EXAMINER'S OFFICE INVITES APPLICATIONS FOR:



**Medical Examiner's Intern
0569MEO-22AA (AF)**

An Equal Opportunity Employer

SALARY RANGE (approximate)

\$20.72 - \$29.00 Hour \$3,591.19 - \$5,026.83 Monthly \$43,094.32 - \$60,321.99 Annually

This posting is for the Ventura County Medical Examiner's Office; vacancy location is Ventura.

POSITION INFORMATION

DEPARTMENT

The Ventura County Medical Examiner's Office supports the education of individuals interested in forensic pathology, medicolegal death investigation, medicine, and forensics by providing relevant learning opportunities and work experience.

ABOUT THE PROGRAM

This program provides interns with the opportunity to observe and eventually assist in autopsy examinations, shadow medicolegal death investigators at death scenes, and assist in various other activities this office is responsible for, giving the intern a wide range of experience in the job duties employed by this office.

INTERNSHIP

The intern will learn skills and techniques of death investigation, understand death certification including determination of cause and manner of death, and create and build relationships within the field of forensics. Other duties include assisting in the collection and legal preservation of evidence, clothing, toxicology samples, and biologic samples for toxicologic, serologic, and microbiologic testing; assisting the Forensic Pathology Technicians in decedent processing and identification, including decomposed and burned bodies; and performing related duties as required.

PAYROLL TITLE: Technical Specialist IV - PH

Technical Specialist IV - PH is represented by the Service Employees International Union (SEIU) and is eligible for overtime compensation.

NOTE: Technical Specialist IV - PH is represented by the Service Employees' International Union (SEIU), and incumbents employed as extra-help and are not eligible for benefits.

The eligible list established from this recruitment may be used to fill current and future Regular (including Temporary and Fixed-term), Intermittent, and Extra Help vacancies **for this position only**. There is currently one (1) Extra Help position.

TENTATIVE SCHEDULE

OPENING DATE: June 9, 2022

CLOSING DATE: Continuous and may close at any time; therefore, the schedule for the remainder of the process will depend upon when we receive a sufficient number of qualified applications to meet business needs.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Assists forensic pathologists and technicians in the performance of medicolegal autopsies;
- Assists in the collection of evidence and specimens at the time of examination;
- Assists in identification of decedents (fingerprinting, dental and whole body x-rays etc.);
- Assists in the collection of blood, body fluids and tissue specimens; packaging and preparing specimens for storage or transport with legal chain of custody;
- Cleans, prepares and organizes autopsy equipment and suite;
- Releases and moves deceased persons from refrigeration storage; and preparing deceased persons for autopsy exam and final disposition;
- Assists in preserving, storing, and discarding evidence, clothing, and specimens as directed or according to established procedures;
- Assists in performing x-rays on decedents;
- Performs autopsy photography;
- Enters data into the MEO computer system;
- Assists on-scene investigations under direct supervision;
- Assists in general office functions, such as assisting the public, answering phones, and clerical duties, as needed; and
- Perform other related duties as required.

TYPICAL QUALIFICATIONS

These are entrance requirements to the exam process and assure neither continuance in the process nor placement on an eligible list.

EDUCATION, TRAINING, and EXPERIENCE

- High School Diploma or equivalent
- 18 years of age at the time of hire
- Experience or training demonstrating interest in Forensic Pathology, Criminal Justice, Forensics and/or Medicolegal Death Investigation

NECESSARY SPECIAL REQUIREMENTS

- Must have physical stamina and be able to lift heavy objects
- Must possess and maintain a valid California driver license
- Must be able to stand for long periods of time

DESIRED

- College courses in the fields of Forensics
- Previous experience/training in Forensic Pathology, Criminal Justice, Forensics and/or Medicolegal Death Investigation
- Bilingual English/Spanish

OTHER REQUIREMENTS

This position may be subject to State Health Officer Orders regarding vaccine verification and/or testing. These requirements are a condition of employment. Depending on assignment and work location(s), successful candidates for this position will be required to submit proof of vaccination and/or booster against COVID-19 or request an exemption for qualifying medical or religious reasons

during the onboarding process.

Knowledge, Skills, and Abilities:

Working knowledge of: principles and theories of professional/technical disciplines will be required, as well as their interpretation and application as they relate to program goals and directives; techniques, procedures, and methods for accurately gathering, synthesizing, evaluating or conveying information; principles and techniques of interviewing; record-keeping; and, goals, policies and directives of program/department assignments.

Ability to: follow complex oral and written instructions; implement prescribed services and procedures; collect and evaluate information for dissemination; comprehend and accurately utilize complex forms, documents, letters, and technical language; operate specific office equipment or machines as needed; establish and maintain cooperative working relationships with co-workers, clients, and public; assist in the training or lower level or other support staff; and, act as lead worker on designated assignments.

RECRUITMENT PROCESS

FINAL FILING DATE: This is a continuous recruitment and may close at any time; therefore, apply as soon as possible if you are interested in it. Your application must be received by County of Ventura Human Resources in Ventura, California, no later than 5:00 p.m. on the closing date.

To apply on-line, please refer to our web site at www.ventura.org/hr. If you prefer to fill out a paper application form, please call (805) 654-5129 for application materials and submit them to County of Ventura Human Resources, 800 South Victoria Avenue, L-1970, Ventura, CA 93009.

Note to Applicants: It is essential that you complete all sections of your application and supplemental questionnaire thoroughly and accurately to demonstrate your qualifications. A resume and/or other related documents may be attached to supplement the information in your application and supplemental questionnaire; however, it/they may not be submitted in lieu of the application.

SUPPLEMENTAL QUESTIONNAIRE – qualifying: All applicants are required to complete and submit the questionnaire for this exam AT THE TIME OF FILING. The supplemental questionnaire may be used throughout the exam process to assist in determining each applicant's qualifications and acceptability for the position. Failure to complete and submit the questionnaire may result in the application being removed from consideration.

TRAINING & EXPERIENCE EVALUATION:

A Training and Experience Evaluation (T&E) is a structured evaluation of the job application materials submitted by a candidate, including the written responses to the supplemental questionnaire. The T&E is NOT a determination of whether the candidate meets the stated requirements; rather, the T&E is one method for determining who are the better qualified among those who have shown that they meet the stated requirements. In a T&E, applications are either scored or rank ordered according to criteria that most closely meet the business needs of the department. Candidates are typically scored/ranked in relation to one another; consequently, when the pool of candidates is exceptionally strong, many qualified candidates may receive a score or rank which is moderate or even low resulting in them not being advanced in the process.

ORAL EXAMINATION - 100%: A job-related oral examination will be conducted to evaluate and compare participating examinees' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. Examinees must earn a score of seventy percent (70%) or higher to qualify for placement on the eligible list.

NOTE: The selection process will likely consist of an Oral Exam, which may be preceded or replaced

with the score from a Training and Experience Evaluation (T&E), contingent upon the size and quality of the candidate pool. In a typical T&E, your training and experience are evaluated in relation to the background, experience and factors identified for successful job performance during a job analysis. **For this reason, it is recommended that your application materials clearly show your relevant background and specialized knowledge, skills, and abilities. It is also highly recommended that the supplemental questions within the application are completed with care and diligence. Responses such as "See Resume" or "Refer to Resume" are not acceptable and may disqualify an applicant from further evaluation.**

If there are three (3) or fewer qualified applicants, a T&E or an Oral Examination will not be conducted. Instead, a score of seventy percent (70%) will be assigned to each application, and each applicant will be placed on the eligible list.

BACKGROUND INVESTIGATION: A thorough pre-employment, post offer background investigation which may include inquiry into past employment, education, criminal background information, LiveScan background check and driving record may be required for this position.

For further information about this recruitment, please contact Anna Ford via email at anna.ford@ventura.org or by telephone at (805) 677-5153.

Medical Examiner's Intern Supplemental Questionnaire

Please respond to the following questions. Your responses will give us additional information about your experience and background related to this position, and will be used in the selection process. Please be as concise and specific as possible; clarity of expression and ability to follow instructions will be considered in the evaluation process.

1. Describe any experience and/or training in forensics, criminal justice, medicolegal death investigation or forensic pathology. If you do not have this experience state, "No experience." Please include the following in your response:

- Name of employer(s)
- Dates of employment reflected as MM/YYY to MM/YYYY or Present
- Number of hours worked per week
- Position title
- Specific duties you performed

NOTE: Do not copy and paste a response to another question. Do not refer to an attached document.

NOTE: This experience must be included in the Work History section on your application.

2. Describe any course work in forensics, criminal justice, Biology, Chemistry or a related field. Please ensure you include the following information in the Education Section on your application:

- The subject your degree(s) is/are in if received
- The name of the institution(s)

- The location of the institutions
- Applicable course taken

3. Are you willing and able to work around unpleasant odors, and decomposed and/or dismembered bodies?

Yes
No

4. Are you willing and able to lift and move bodies safely and with dignity, using or requesting assistance as needed?

Yes
No

5. Are you willing and able to stand for long periods of time?

Yes
No

6. Are you able to provide a current, valid driver license issued by the State of California at the time of hire? NOTE: Your drive license must be maintained as a condition of employment.

Yes
No

7. Are you bilingual in English and Spanish?

Yes
No