



**COUNTY OF SANTA CLARA  
INVITES APPLICATIONS FOR THE POSITION OF:**

**Medical Examiner - Coroner Investigator**

*An Equal Opportunity Employer*

**SALARY**

\$53.66 - \$65.22 Hourly    \$4,292.56 - \$5,217.44 Biweekly    \$9,300.55 - \$11,304.45  
Monthly    \$111,606.56 - \$135,653.44 Annually

**ISSUE DATE:** 03/17/23

**FINAL FILING DATE:** 04/09/23. If the Final Filing Date states "Continuous", the application filing period may close any time after ten business days from the issue date of this job announcement if sufficient qualified applications have been received. Therefore, it is important to submit your application as soon as possible.

**THE POSITION**

Under direction, to conduct investigations into the cause, manner, and circumstances of death in cases of unattended natural death, accident, suicide, or homicide.

**For more information regarding the position, please contact Laura Bailey at [laura.bailey@mec.sccgov.org](mailto:laura.bailey@mec.sccgov.org)**

**TYPICAL TASKS**

The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

- Conducts investigations into the circumstances of death, and works closely with physicians who determine the cause and manner of death;
- Responds to calls from law enforcement agencies, hospitals, or private citizens concerning unattended or traumatic deaths, and authorizes removal of bodies from death scenes;

- Interviews witnesses, physicians, police officers, and family members to obtain facts concerning the deaths;
- Takes or orders photographs to be taken;
- Assists in identifying decedents utilizing a variety of methods, such as: fingerprint collection, DNA collection, visual identification, and other forensic methods and informational resources;
- May personally notify the family of the deceased;
- Discusses findings with law enforcement, laboratories, and others as to the circumstances surrounding death;
- Reports findings to Chief Medical Examiner-Coroner Investigator and/or Chief Medical Examiner-Coroner and Assistant Medical Examiners;
- Discusses findings with other investigative agencies;
- Prepares written case reports;
- Takes charge of personal property and evidence found at death scenes;
- Maintains chain of evidence;

- Appears as a witness in criminal and civil proceedings and before industrial accident boards to testify to facts gathered during investigations;
- Investigates requests for indigent disposition;
- When authorized, may release information to news media on Medical Examiner-Coroner's Office cases;
- May be assigned as a Disaster Service Worker, as required;
- Performs other related duties, as required.

### **EMPLOYMENT STANDARDS**

Sufficient education, training, and experience to demonstrate the possession and direct application of the following knowledge and abilities:

**Training and Experience Note:** The required knowledge and abilities are attained through training and experience equivalent to an Associate's Degree, preferably in Biological Science, Criminal Justice, Mortuary Science, or a related field. Relevant analytical, administrative, lead, supervisory, or management experience that includes interpreting rules and regulations, gathering data and formulating recommendations, and report writing can substitute for education on a year-for-year basis.

and

One (1) year of experience working with deceased persons in a medical, nursing, investigative, and/or Medical Examiner's Office or Coroner's Office.

Completion of an approved course of instruction in death investigation, such as California POST Coroner's Death Investigation course or equivalent, is preferred, and may substitute for six (6) months of the required experience.

Strong preference may be given to candidates in possession of a valid diplomate or board certificate through The American Board of Medicolegal Death Investigators (ABMDI).

### **Special Requirements**

- Ability to travel to alternate locations in the course of work. If driving, possession of a valid California driver's license prior to appointment and the ability to qualify for and maintain a County driver authorization.

**Knowledge of:**

- Investigative techniques and practices;
- Rules of evidence regarding chain of custody and methods to preserve and safeguard evidence;
- Laws, ordinances, and regulations governing the operation of the Medical Examiner-Coroner's Office;
- Common computer systems and applications;
- Basic anatomy and physiology.

**Ability to:**

- Work closely with physicians when investigating cause, manner, and circumstance of unattended or traumatic death;
- Read and understand medical charts;
- Deal tactfully with persons especially under emergency and emotional situations;

- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships;
- Write and type accurate and comprehensive reports on the findings of an investigation;
- Gather and evaluate evidence;
- Testify in court;
- Demonstrate effective interpersonal and communication skills;
- Work alone and independently or as part of an investigative team.

### **PHYSICAL REQUIREMENTS**

- Work under unpleasant conditions, such as with decomposed bodies, bodies with extensive physical injuries, and other similar conditions;
- Work rotating shifts, weekends, holidays, and odd or irregular hours;
- Be able to manipulate/maneuver up to 100 pounds of body weight.

**VETERANS PREFERENCE INFORMATION:** Any veteran who has submitted a copy of their DD214 form, and received a discharge of other than dishonorable, from the armed forces showing service in any branch of the United States military will be given a preferential credit of five percent

(ten percent for those identified as disabled veterans), after attaining a passing examination score for a numerically scored examination, as applicable by Memorandum of Understanding.

**THE EXAMINATION PROCESS:** The examination process may include one or more of the following: application review, application appraisal, preliminary competitive rating, performance test, written test, and/or oral interview examination.

This recruitment may require completion of Supplemental Questions in order to evaluate your education, training and experience relative to the required knowledge and abilities for the position you are applying for.

Your responses to the questions may also be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the Competitive Rating evaluation has begun.

\*New Hires shall be subject to a pre-employment criminal background check.

**DISASTER SERVICE WORKERS:** Under California law, all County employees are designated as Disaster Service Workers (DSW). In the event of a catastrophic event, County employees may be expected to fulfill emergency action assignments. As DSW's, they may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

**INFORMATION ON PERS CONTRIBUTION:** For new members, salaries above a limitation imposed by federal law (that limit is \$134,974 for 2022): (1) neither the County nor the employee will make contributions to PERS on the portion of salary that exceed the limit, and (2) the portion of the salary that exceeds the limit is not used by PERS to calculate the retirement benefit. For current members, the limit is \$305,000 for 2022.

**An Equal Opportunity Employer:** The County of Santa Clara is an inclusive workplace, where employees are valued and respected for their different perspectives, experiences, backgrounds, and contributions. We are a proud equal opportunity employer that fosters a workforce that is as diverse as our community. Applicants will receive consideration for employment without regard to race, religion, color, national origin, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender, gender identity, gender expression, transgender status, sexual stereotypes, age, status as a protected veteran, status as an individual with a disability, other applicable legally protected characteristics, or criminal histories (consistent with applicable federal, state, and local law).

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.sccjobs.org/>

OR

70 W. Hedding Street, 8th Floor, East Wing  
San Jose, CA 95110

EXAM #23-V85-A

MEDICAL EXAMINER - CORONER INVESTIGATOR

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## Medical Examiner - Coroner Investigator Supplemental Questionnaire

- \* 1. Please answer the following questions. Completion of the following supplemental questions is **REQUIRED** and is an integral part of the evaluation process. Initially, it will be used to determine minimum qualifications. For those applicants meeting the employment standards, this information will be critical in the subsequent competitive assessment to identify those candidates to be invited to continue in the examination process. Your responses to the questions may also be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the Competitive Rating evaluation has begun. A response of "see resume" or "see application" will deem your application incomplete.

Include a detailed description of your work experience in the following format for EACH employer referenced, in each answer:

- a) Employer name(s)
- b) Job title(s)
- c) Start/end dates of employment
- d) Total hours worked per week
- e) Description of task(s) performed

Do you understand the requirement to provide complete answers in order to determine relevant experience for each area in question?

☐ Yes ☐ No

- \* 2. What is the highest level of education you have completed?

- ☐ 8th Grade
- ☐ High School or GED equivalent
- ☐ College (1 to 29 semester units / 1 to 44 quarter units)
- ☐ College (30 to 59 semester units / 45 to 89 quarter units)
- ☐ College (60 to 89 semester units / 90 to 134 quarter units)
- ☐ College (90 to 119 semester units / 135 to 179 quarter units)
- ☐ College (120 or more semester units / 180 or more quarter units)
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ Doctoral Degree

- \* 3. If you earned an Associate's Degree or higher, what was your area of study?

- ☐ Biological Science
- ☐ Criminal Justice
- ☐ Mortuary Science
- ☐ Other Related Field
- ☐ No Associate's Degree or higher

- \* 4. If you selected "Other Related Field" in the previous question, what was your field of study? If none, type, "N/A".
- \* 5. How many years of work experience do you have performing analytical, administrative, lead, supervisory, or management duties? Relevant experience includes interpreting rules and regulations, gathering data, formulating recommendations, and report writing.
  - ☐ No experience
  - ☐ Less than six months
  - ☐ Six months to less than one year
  - ☐ One to less than two years
  - ☐ Two to less than three years
  - ☐ Three to less than four years
  - ☐ Four to less than five years
  - ☐ Five or more years
- \* 6. Describe your analytical, administrative, lead, supervisory, or management work experience. Relevant experience includes interpreting rules and regulations, gathering data and formulating recommendations, and report writing. Include employer name, dates of employment, job title, job duties, and hours worked per week. If none, type "N/A".
- \* 7. How many years of experience do you possess working with deceased persons in a medical, nursing, investigative, and/or Medical Examiner's Office or Coroner's Office?
  - ☐ None
  - ☐ Less than six months
  - ☐ Six months to one year
  - ☐ One to less than two years
  - ☐ Two to less than three years
  - ☐ Three to less than four years
  - ☐ Four to less than five years
  - ☐ Five or more years
- \* 8. Please describe your experience working with deceased persons in a medical, nursing, investigative, and/or Medical Examiner's Office or Coroner's Office.

**Responses must include the following required information:** Your job title(s), employer name(s), start/end date(s), hours worked per week and a detailed description of tasks performed. If none, type "N/A".

- \* 9. Have you completed an approved course of instruction in death investigation, such as California POST Coroner's Death Investigation course or equivalent? If yes, please attach proof of completion such as a certificate.
  - ☐ Yes   ☐ No
- \* 10. Do you possess a valid diploma or board certificate through The American Board of Medicolegal Death Investigators (ABMDI)? If yes, please attach a copy of your documents to your application.
  - ☐ Yes   ☐ No

- \* 11. How many years of experience do you have investigating the cause, manner, and circumstance of unattended or traumatic death?

- ☐ No experience
- ☐ Less than one year
- ☐ One to less than two years
- ☐ Two to less than three years
- ☐ Three to less than four years
- ☐ Four to less than five years
- ☐ Five or more years

- \* 12. Please describe your experience investigating the cause, manner, and circumstance of unattended or traumatic death.

Include the investigative techniques and practices you used.

**Responses must include the following required information:** Your job title(s), employer name(s), start/end date(s), hours worked per week and a detailed description of tasks performed. If none, type "N/A".

- \* 13. How many years of experience do you possess gathering and evaluating evidence?

- ☐ None
- ☐ Less than one year
- ☐ One to less than two years
- ☐ Two to less than three years
- ☐ Three to less than four years
- ☐ Four to less than five years
- ☐ Five or more years

- \* 14. Please describe your experience gathering and evaluating evidence.

Include the steps and methods used to preserve and safeguard evidence as well as the rules and laws pertaining to evidence handling and Coroner's Office rules followed.

**Responses must include the following required information:** Your job title(s), employer name(s), start/end date(s), hours worked per week and a detailed description of tasks performed. If none, type "N/A".

- \* 15. How many years of experience do you possess working with medical charts?

- ☐ None
- ☐ Less than one year
- ☐ One to less than two years
- ☐ Two to less than three years
- ☐ Three to less than four years
- ☐ Four to less than five years
- ☐ Five or more years

- \* 16. Please describe your experience working with medical charts.

Include the content and specific subject matter of the medical chart being read and understood.

**Responses must include the following required information:** Your job title(s), employer name(s), start/end date(s), hours worked per week and a detailed description of tasks performed. If none, type "N/A".

- \* 17. How many years of experience do you possess writing reports?

- ☐ None
- ☐ Less than one year
- ☐ One to less than two years
- ☐ Two to less than three years
- ☐ Three to less than four years
- ☐ Four to less than five years
- ☐ Five or more years

- \* 18. Describe your work experience writing reports.

Include the subject, frequency, and purpose of the report(s).

**Responses must include the following required information:** Your job title(s), employer name(s), start/end date(s), and hours worked per week. If none, type "N/A".

- \* 19. Are you willing to travel to different locations throughout the county, as needed?

- ☐ Yes ☐ No

- \* 20. Are you willing to work irregular hours, including evenings, weekends, and holidays for extended periods of time, and overtime after regular shifts, many times on short notice?

- ☐ Yes ☐ No

- \* 21. How did you find out about this job?

- ☐ Contacted by County Recruiter
- ☐ Contacted by a Recruitment Firm
- ☐ County Employee Referral
- ☐ County of Santa Clara Career Website
- ☐ County of Santa Clara Job Interests Email Notification
- ☐ Facebook
- ☐ Instagram
- ☐ LinkedIn
- ☐ Indeed
- ☐ Virtual Job Fair
- ☐ In Person Job Fair
- ☐ In-Person Networking Professional Event
- ☐ Virtual Networking Event

- ☐ Community Event
- ☐ Glassdoor
- ☐ Governmentjobs.com
- ☐ Professional Association
- ☐ Search Engine (Google, Bing, online search, etc.)
- ☐ Hospital Website: SCVMC, O'Connor Hospital, St. Louise Regional Hospital Website
- ☐ Handshake
- ☐ Student Career Center
- ☐ County Text Message
- ☐ Other (Specify in the next question)

\* 22. If you selected an event/fair or other in the question above, please specify. If not, type n/a.

\* Required Question