



Job Description


MEDICOLEGAL DEATH INVESTIGATOR - (MEDICAL EXAMINER'S OFFICE) - GRANT FUNDED - AFSCME 1767

Requisition ID: 00134312

Opening Date Jun 11, 2024 Closing Date: Jun 25, 2024

Full-time A.M. P.M. AFSCME 1767

Posting Salary: \$32.83 / Hourly Organization Offices Under the President

 <p>Cook County Offices Under The President</p>	<p>Administrative Hearings Auditor Bureau of Administration Bureau of Economic Development Bureau of Finance Bureau of Human Resources Bureau of Technology Facilities Office of the President</p>
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Job Summary

THIS IS A TEMPORARY, GRANT-FUNDED POSITION

Under the supervision of the Chief of Investigations, investigates apparent natural/unnatural deaths responding to scenes or obtaining information via telephone or other social media devices when assisting with the determination of the cause and manner of death. Receives notifications of death and determines whether the death is defined under the jurisdiction of the Office of the Medical Examiner. Conducts death scene investigations by attending the scene; interviews family members; law enforcement agency representatives; medical personnel; and individuals with pertinent information. Photographs death scenes at investigation site; obtains medical records or specimens from the sites or medical facilities; prepares detailed written reports; and communicates investigation findings to Pathologists. Performs other duties as assigned

Minimum Qualifications

- Possession of a high school degree or a General Education Development (GED) certification plus four (4) years' full-time work experience at a Medical Examiner's Office or Coroner's Office and is responsible for death investigations **is required.**

OR

- Graduation from an accredited college with an Associate's degree in Science; Criminal Justice; or Forensic Science, plus two (2) years' full-time work experience at a Medical Examiner's Office; Coroner's Office; or law enforcement agency and is responsible for death investigations **is required.**

OR

- Graduation from an accredited college or university with a Bachelor's degree in Science; Criminal Justice; or Forensic Science **is required.**

AND

- Valid driver's license (Class D) and proof of current automobile insurance is required.
- Must be prepared to work in a morgue environment with exposure to unpleasant sights, sounds and smells, bodily fluids and blood including hazardous conditions during investigations **is required.**
- Must be prepared to work at any Cook County location or shift in the event of emergency situations and/or mass fatalities and be prepared to work a 24-hour workday **is required.**
- Must be prepared to work any shift within a 24-hour workday including all holidays **is required.**
- Certification with the American Board of Medicolegal Death Investigators (ABMDI). Certification is required within one (1) year of hiring date and must maintain certification while employed in herein **is required.**

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

Knowledge of the policies, practices and procedures of the Department of Investigations and of the Office of the Medical Examiner. Knowledge of medical terminology with the ability to decipher medical records. Strong knowledge of Microsoft Office Suite. Knowledge of best practices of medicolegal death investigations. Strong communication skills. Excellent communication skills in both written and verbal formats. Excellent analytical skills relative to the investigative process. Excellent organizational skills with the ability to complete tasks in a timely fashion. Ability to follow standardized departmental techniques and procedures and make independent decisions based on an understanding based on these techniques and procedures. Familiarity with Cook County topography. Ability to act professionally in highly stressful and emotional situations. Ability to travel extensively throughout Cook County. This position requires moderate to extensive travel to work assignments throughout Cook County for which the employee must provide his own adequate means of transportation.

Physical Requirements

Very Heavy Work

Very Heavy work involves exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently or in excess of 20 pounds of force constantly to lift, carry, push, pull, or otherwise move objects.

This position is considered a safety-sensitive position. Candidates who are selected to fill safety-sensitive positions must pass a required drug test as part of the pre-employment background check process.

<https://www.cookcountyil.gov/sites/default/files/service/drug-and-alcohol-policy.pdf>

Candidates who are contacted will be required to produce original required documents (e.g., current driver's license, diploma, school transcript, certifications, etc.) listed on the Notice of Job Opportunity within five (5) days of being extended an offer, in writing, by the Bureau Chief of BHR (or designee). Candidates will be notified of how to submit required documents.

*Degrees awarded outside of the United States with the exception of those awarded in one of the United States territories and Canada, must be credentialed by the World Education Services (WES), Educational Credential Evaluators (ECE) or a National Association of Credential Evaluation (NACES) member organization.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

VETERAN'S PREFERENCE

When applying for employment with Cook County Government, preference is given in the application process to honorably discharged Veterans who have served in the Armed Forces of the United States for more than 180 consecutive days, or during War Time. To take advantage of this preference a Veteran must:

- **MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION.**
- **IDENTIFY THEMSELVES AS A VETERAN ON THEIR EMPLOYMENT APPLICATION BY ANSWERING YES TO THE QUESTION "Are you a military veteran?"**
- **ATTACH A COPY OF THEIR DD 214, DD 215 or NGB 22 (NOTICE OF SEPARATION) AT TIME OF APPLICATION FILING. IF YOU HAVE MULTIPLE DD 214S, 215S, OR NGB 22S, PLEASE SUBMIT THE ONE WITH THE LATEST DATE. COAST GUARD MUST SUBMIT A CERTIFIED COPY OF THE MILITARY SEPARATION FROM EITHER THE DEPARTMENT OF TRANSPORTATION (BEFORE 911) OR THE DEPARTMENT OF HOMELAND SECURITY (AFTER 911).**

The Cook County Department of Veterans Affairs can assist you with obtaining a certified DD214 and having it recorded for you at no charge. Please contact veterans.affairs@cookcountyil.gov

VETERAN MUST PROVIDE ORIGINAL APPLICABLE DISCHARGE PAPERS AT TIME OF INTERVIEW.

The County has a hybrid work environment which allows employees telecommuting and flexible scheduling options.

***This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.**

Falsification of any information in the application process will result in disqualification, dismissal after hire, and/or placement on the County's Ineligible for Rehire List for a period of two (2) or five (5) years. For current County employees, such falsification may result in discipline, up to and including termination, and placement on the County's Ineligible for Rehire List for a period of two (2) or five (5) years. See Cook County Code of Ordinances, Article II, Sections 44-54 *Unlawful Practices Relating to Employees and Employment - Penalty*, 44-56 *Political Discrimination*; Cook County Employment Plan, Section V.N. *Pre-Interview License and Certification Verification*; Supplemental Policy No. 2014-2.13 *Ineligible for Rehire List*; and Cook County Personnel Rules 3.3(b) (7) (d)

EEO Statement

Cook County Government is an Equal Employment Opportunity ("EEO") employer. Cook County prohibits illegal discrimination and harassment and affords equal employment opportunities to employees and applicants without regard to race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, source of income, housing status, military service or discharge status, gender identity, genetic information, or any other protected category established by law, statute or ordinance as further defined in Chapter 44. Human Resources, Article II. Personnel Policies, Section 44-53 of the Cook County Code of Ordinances and Chapter 42. Human Relations, Article II. Human Rights, Section 42-35 of the Cook County Code of Ordinances.

NOTE: As an internal candidate, should you be offered the position, salary allocations shall abide by the Cook County Personnel Rules.

***Must be legally authorized to work in the United States without sponsorship.**

Social Media Disclaimer

The County's hiring process is governed by the Cook County Employment Plan which prohibits employment actions from being influenced by any Political Reasons or Factors for Non-Exempt Positions. The advertisement of this position by any individual does not constitute an offer or promise of employment, promotion, or any other employment action and shall not influence the County's hiring decision. Cook County officials and employees who become aware of or receive a complaint that involves an allegation of Political Reasons or Factors being considered in the hiring process of Non-Exempt positions are obligated to refer the complaint to the Cook County - Office of the Inspector General. If the Cook County Inspector General sustains allegations of Political Reasons or Factors being considered, Cook County will disqualify the Applicant or Candidate from consideration for employment and disciplinary action will be imposed on any involved Cook County employees, if applicable.