

Medicolegal Death Investigator I - Central District - CDX03

Title: Medicolegal Death Investigator I - Central District - CDX03

State Role Title: Law Enforcement Officer III

Hiring Range: \$29 - \$33/hr.

Pay Band: 5

Agency: Virginia Department of Health

Location: CHIEF MEDICAL EXAMINER-CENTRAL

Agency Website: www.vdh.virginia.gov

Recruitment Type: General Public - G

Job Duties

The Office of the Chief Medical Examiner – Central District in Richmond is seeking a part time Medicolegal Death Investigator I. This is a wage position and averages 29 hours per week, not to exceed 1500 hours in a year and is not eligible for benefits. This position is a restricted position and is grant funded. The position is scheduled to end June 30, 2027.

This Medicolegal Death Investigator I position is responsible for investigating deaths that fall under the jurisdiction of the Office of the Chief Medical Examiner. Duties include handling phone calls reporting deaths, responding to death scenes, data collection, real time database direct entry, preparing reports, review of medical records and other documents, handling evidence, moving remains, assisting with identification of remains, and determining necessity for autopsy or further exam at district office. Inspecting bodies and obtaining specimens for examination is required. Will also require occasional travel throughout the district and state, ability to respond to disaster events as requested, ability to traverse rocky, uphill or otherwise unstable geographic locations, ability to lift/push/pull 100 lbs-500+lbs body weights. Involves possible exposure to hazardous substances/dangerous materials. Will also require occasional travel throughout the district and state, ability to respond to disaster events as requested, ability to traverse rocky, uphill or otherwise unstable geographic locations, ability to lift/push/pull 100 lbs-500+lbs body weights. Involves possible exposure to hazardous substances/dangerous materials. This position will work varying, rotating shifts that include day, evening, overnights, weekends and holidays to maintain 24-hour coverage.

Wage employees are subject to the following conditions of employment:

- Wage employees serve at the will and pleasure of the appointing authority.
- Continuing employment is based on available funding and business need.
- Wage employees are not covered by the provisions of the Virginia Personnel Act. Therefore, they are not eligible for benefits which are provided to salaried employees, such as leave credits, holiday pay, insurance, access to the grievance procedure, etc.
- Wage employees are paid only for the hours they actually work.
- Virginia state law currently requires that agencies not permit wage employees to work in excess of 29 hours per week on average over the course of a year. Wage employees may not work for VDH beyond 1,500 hours during the period of May 1 – April 30 of the following year (the Standard Measurement Period).
- Once a wage employee works the maximum of 1,500 hours during the Standard Measurement Period, the employee may be rehired as a wage employee of VDH only after the next Standard Measurement Period has begun.
- Wage employees are eligible to apply for all classified positions for which recruitment has been initiated, including those limited to State Employees Only.
- If a wage employee becomes employed in a classified position, he/she will be eligible to purchase retirement credit for the time worked as a wage employee.

Minimum Qualifications

- Knowledge of laws and standards of medicolegal death investigation, anatomy, physiology, pathology, pharmacology, and/or medical terminology in forensics.
- Must be able to communicate effectively both verbally and in writing.
- Must have strong keyboarding and typing skills allowing for real time, quick and accurate data entry of large amounts of case information into a database.
- Must be able to compose documents, use a digital camera and print digital photographs.
- If your employment with the Office of the Chief Medical Examiner continues for at least two years, you must obtain registry or board certification from the American Board of Medicolegal Death Investigators (ABMDI) within 2 years from date of hire. You will be required to maintain registry or board certification from the ABMDI for continued employment beyond two years of employment.

Additional Considerations

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- Demonstrated knowledge in Forensic Science, Health Science, Criminal Justice, or closely related field.
- Experience in law enforcement or Medical Examiner/Coroner office.
- Experience in death scene investigations, identification of human remains, and experience applying medicolegal death investigation technique and standards.
- ABMDI certification.

Special Instructions

You will be provided a confirmation of receipt when your application and/or résumé is submitted successfully. Please refer to “Your Application” in your account to check the status of your application for this position.

VDH accepts only on-line applications. Faxed, mailed, or e-mailed applications will not be considered. Applications are accepted until 11:55 p.m. on the job closing date. Applications and/or resumes should include relevant work history which indicates your qualifications for this position.

Employment is contingent upon satisfactory results of a state and federal criminal history background check and the Department of Social Service’s Child Abuse and Neglect Central Registry check, U.S. HHSIG Exclusion List check, employment reference check and E-Verify. Other financial, credit, driving, background checks or completion of Statement of Economic Interests may be required for certain positions.

It is the policy of the Commonwealth and VDH that all aspects of human resource management be conducted without regard to race (or traits historically associated with race including hair texture, hair type, and protective hairstyles such as braids, locks, and twists); sex; color; national origin; religion; sexual orientation; gender identity or expression; age; veteran status; political affiliation; disability; genetic information; and pregnancy, childbirth, or related medical conditions. VDH employees have a shared Code of Ethics, which can be found in the bottom banner of our website: www.vdh.virginia.gov.

If you have been affected by DHRM Policy 1.30 layoff and possess a valid Interagency Placement Screening Form (Yellow Card) or a Preferential Hiring Form (Blue Card), you must submit the card before the closing date for this position. The Card may be submitted with the state application as an attachment.

As a V3 (Virginia Values Veterans) employer VDH Welcomes Veterans to apply!

Supplemental Questions: You may be required to respond to position-specific questions at the end of this application. This information will help us evaluate your credentials and qualifications for the job. Failure to respond to any questions may disqualify you from further consideration.

Contact Information

Name: A. Collum

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In support of the Commonwealth’s commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth Alternative Hiring Process. To be considered for this opportunity, applicants will need to provide their AHP Letter (formerly COD) provided by the Department for Aging & Rehabilitative Services (DARS), or the Department for the Blind & Vision Impaired (DBVI). Service-Connected Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS/DBVI to get their AHP Letter. Requesting an AHP Letter can be found at [AHP Letter](#) or by calling DARS at 800-552-5019.

Note: Applicants who received a Certificate of Disability from DARS or DBVI dated between April 1, 2022- February 29, 2024, can still use that COD as applicable documentation for the Alternative Hiring Process.