



## **DODGE COUNTY JOB POSTING**

**Date Posted:** 02/17/2016

**Review Date:** 03/02/2016 (open until filled)

**Title:** Chief Deputy Medical Examiner

**Department/Location:** Medical Examiner

**Reports to:** Medical Examiner

**Status:** Full time; Non-exempt

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**Overall Purpose/Summary:**

Under the supervision of the Medical Examiner investigates and reports on the cause and manner of deaths including the gathering of physical evidence, interviewing, determines if a case falls under the jurisdiction of the Medical Examiner's Office; and performs related work as required. Assists in preparation and administration of annual budget.

**Education and Experience:**

Associate degree in nursing, medical terminology, chemistry, biology, medicine, pre-med, paramedic, EMT, forensic science or Criminal Justice or closely related field and two (2) years of medical investigative experience. Proficiency with MS Office including Access, Word, and Excel required. Previous accounting experience preferred. A combination of education and experience that provides the necessary knowledge, skills and abilities may be considered.

**Other Requirements:**

Must complete training in death investigation within one (1) year of job commencement. Must have a valid Wisconsin Driver's license and access to personal transportation or other reliable means of city and rural travel on a 24-hours basis. Subject to 24-hour availability and willingness to work non-standard hours as required (may include weekends, evenings, and holidays).

**Wage Range:**

Dodge County Labor Grade Six (6)  
Starting range \$20.51-\$23.44/hr

**Hours:**

Primary hours are Monday-Friday on P.M. shift. May require availability as on-call status during weekends, holidays and daytime hours, as needed.

A complete job description can be obtained in the Human Resources Department.

**Current Dodge County Employees:** If you wish to be considered for this position, please submit a letter of interest explaining how you meet the minimum requirements of this position to the Human Resources Department prior to the above deadline date and time.

**Outside Applicants:** A Dodge County Application must be completed for consideration for the above opening. You may complete the online application at [www.co.dodge.wi.us](http://www.co.dodge.wi.us) or request a hard copy by calling 920-386-3690 or emailing [hr@co.dodge.wi.us](mailto:hr@co.dodge.wi.us). Applications must be filled out completely, following the instructions provided, and returned by mail or in person during regular office hours.

If you have any questions please feel free to contact Dodge County HR Dept. at 920-386-3690.

Thank you for your interest.