



**WELD COUNTY GOVERNMENT**  
invites applications for the position of:

# Medicolegal Investigator

An Equal Opportunity Employer

**SALARY:** \$27.11 /Hour

**OPENING DATE:** 07/11/16

**CLOSING DATE:** Continuous

**DESCRIPTION:** To conduct investigations of all deaths and related procedures which fall under the jurisdiction of the Office of the Coroner. Make death notification to the next of kin. Present cases to the Forensic Pathologist at autopsy. Maintain a proper chain of custody with all evidence, and prepare detailed forms and reports.

This position will require an individual to cover scheduled on-call shifts with unpredictable extended hours as needed to complete a case.

Receive direct supervision from the Coroner and the Chief Deputy Coroner.

May act as a resource or expert in program area, providing technical guidance to less experienced staff.

**ESSENTIAL DUTIES**  
**AND**  
**RESPONSIBILITIES:**

**To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned. (any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class.)**

- Respond to and investigate death scenes within Weld County. Required to conduct a complete medicolegal investigation, including photographing and/or sketching the scene and removing the body or bodies from the scene.
- Ability to conduct a thorough head-toe examination of the body under field conditions and be able to identify post-mortem characteristics, signs of disease, and other identifying features (scars, marks, etc.).
- Determine date and time of death.
- Take all necessary steps to positively identify the decedent.
- Identify, collect, and preserve physical evidence pertinent to the death

investigation. Maintain proper chain of custody of all evidence (personal property and medications). Know protocols in proper release and retention of differing evidence.

- Interview witnesses, family members, physicians, employers, friends, professionals, and others associated with the deceased.
- Obtain statements, documents, and related factual evidence. Write complete, accurate, unbiased reports.
- Ability to input information into database. Efficiency in Microsoft office products is essential (Word, Outlook, Excel).
- Prepare death certificates.
- Examine, understand, and interpret records, including all medical records needed in a death investigation.
- Administer proper procedures in notification of next-of-kin. Provide information and assistance to families.
- Present cases to the Forensic pathologist at autopsy.
- Interact with other Law Enforcement and government agencies, such as police/ sheriff, fire, EMS, OSHA, FBI, Consumer Produce Safety Commission, DEA, school districts, hospitals, organ donation teams.
- Maintain certifications by fulfilling all ongoing, required training, if applicable.
- Perform other related duties as assigned.

**QUALIFICATIONS:****Education:**

High School Diploma or GED equivalent required. Basic Medical Terminology course preferred. Associate's Degree in related fields of medicine or criminology preferred.

**Experience:**

Law enforcement or investigative experience or medicolegal death investigation experience or completion of a qualified coroner reserve program or experience in applicable medical fields preferred

**Knowledge**

Investigation and interviewing techniques and procedures. Applicable Federal and State laws, rules, and regulations. Colorado Coroner's Statute 30-10-606 Colorado Revised Statutes regarding Coroner Jurisdiction, , collection of evidence, and search warrants. Basic medical terminology. Sources used in obtaining applicable data.

**Abilities**

Obtain information and evidence by collection, observation, record examination and interviews. Analyze and evaluate information obtained from applicable sources including medical records and reports and clinician interviews. Secure and/or record evidence in physical, oral and/or written form. Interpret and comply with laws and regulations governing investigations. Establish and maintain cooperative work

relationships with a variety of individuals and agencies. Communicate clearly and concisely, both orally and in writing. Must have good cognitive skills and awareness of work accuracy. Must have the ability to concentrate on more than one task at a time and to make independent decisions.

**Certificates, Licenses, Registrations**

Must have own transportation with required liability insurance and valid driver's license. Possession of, or ability to obtain within one year of employment, a Medicolegal Death Investigator's Certification acceptable to the Weld County Coroner's Office, required

**OTHER NECESSARY REQUIREMENTS:****Physical Demands:**

Acceptable eyesight to perform investigator duties. Appropriate voice skills to be clearly understood on telephone, radio, and in public contacts.

Acceptable hearing to hear well on telephone, radio, and public contacts.

Able to sit, stand, or walk for long periods of time; to walk up and down stairs; able to get into and out of vehicle repeatedly. Must be able to lift, carry, drag, or push, an average body weight of 150 to 200 lbs., both alone and with help. Able to climb ladders or stairs or climb up to and down from higher levels using unconventional methods.

Must have fine and gross motor skills; hand dexterity; full use of fingers, hands, and arms; and good grip strength to perform investigative duties.

Able to work in hazardous or dangerous work areas or situations. Capable of working under stressful situations and while fatigued, if applicable.

Able to wear respirator or SCBA.

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APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.co.weld.co.us>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

1150 O Street  
Greeley, CO 80631  
970-336-7220

[humanresources@co.weld.co.us](mailto:humanresources@co.weld.co.us)

(Inquiries only, no applications or resumes)

Job #04325-0716  
MEDICOLEGAL INVESTIGATOR  
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**Medicolegal Investigator Supplemental Questionnaire**

\* 1. What is your level of education?

- ☐ GED
- ☐ High School Diploma
- ☐ I have completed some college classes.
- ☐ Associates Degree
- ☐ Bachelors Degree

☐ Masters Degree

☐ Higher Degree

\* 2. If you have a degree, what field of study is it in?

☐ Criminology

☐ Medical Field

☐ Other

☐ I don't have a degree.

\* 3. Do you have law enforcement or investigative experience?

☐ Yes ☐ No

\* 4. Do have two (2) or more years of experience in Medicolegal Investigation?

☐ Yes ☐ No

\* 5. Are you at least 21 years old?

☐ Yes ☐ No

\* 6. Have you read the physical demands listed on the job announce and feel you will be able to meet the requirements?

☐ Yes ☐ No

\* 7. This position will require an individual to cover scheduled on-call shifts with unpredictable extended hours as needed to complete a case. Would you be able to fulfill this obligation?

☐ Yes ☐ No

\* 8. Do you possess a Medicolegal Death Investigator's certificate?

☐ Yes ☐ No

\* Required Question