



DENTON COUNTY
invites applications for the position of:

Medical Investigator - Part-Time - Medical Examiner

SALARY: \$23.45 /Hour

OPENING DATE: 09/08/16

CLOSING DATE: Continuous

DESCRIPTION:

THIS POSTING MAY CLOSE AT ANY TIME ONCE A SUFFICIENT NUMBER OF APPLICATIONS HAVE BEEN RECEIVED.

The Medical Investigator performs technical investigative work in cases of unexplained or unattended deaths in the County. Work involves examining physical evidence at death scenes, interviewing witnesses, and advising next-of-kin or other parties of deaths. Employee is also responsible for photographing evidence, preparing investigation reports and providing testimony. Work requires that the employee cooperate and work closely with other investigators, deputy sheriffs, line supervisors, other law enforcement agencies and the general public.

EXAMPLES OF DUTIES:

Investigates causes of unexpected, suspicious or unattended deaths in the County; searches death scenes to collect and preserve physical evidence; interviews suspects, witnesses and other persons who may have information related to deaths; processes physical evidence to examine such elements as latent fingerprints, bloodstains, hair and fiber, tool marks, etc.; photographs death scenes and bodies.

Conducts various administrative duties of the department such as answering the phone and corresponding with other departments.

Conducts presentations to youth in the community on various issues such as drunk driving and drug use.

Receives notification of deaths from witnesses, medical professionals, law enforcement personnel, funeral homes, or others in attendance, and prepares routine reports.

Confers with law enforcement, hospital and mortuary officials to coordinate processes and procedures for obtaining dental records, fingerprints, X-rays, etc., as necessary to identify bodies; obtains and serves subpoenas to obtain medical records, as necessary.

Locates and notifies next-of-kin of deceased persons, as necessary; advises family members of circumstances and causes of deaths, and of processes and procedures of the medical examiner's office; may make statements to media representatives concerning deaths.

Prepares detailed investigation reports; assembles and organizes statements and evidence for presentation in court and before grand jury; attends court and grand jury proceedings and presents evidence and testimony.

Cooperates with other law enforcement agencies in conducting investigations and making arrests; reviews professional journals and current bulletins published by the Federal and State Bureaus of Investigation to enhance and maintain knowledge of trends and developments in forensic investigation methods and techniques.

Regular and punctual attendance is required.

Performs other related duties as required.

MINIMUM QUALIFICATIONS:

High School Diploma or GED, completion of some college level course work, and a minimum five years of experience in a related field; or an equivalent combination of education and related experience required.

Valid driver's license required. Must be able to obtain a Texas Drivers License within 90 days of employment.

SUPPLEMENTAL INFORMATION:

The anticipated start date for this position is October 5, 2016.

To ensure proper delivery of emails please add jobs@dentoncounty.com to your email safe list.

Only those interested in a Part-Time position should apply.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.dentoncounty.com/jobs>

401 W. Hickory, Suite 516

Denton, TX 76201

940-349-3080

Jobs@DentonCounty.com

Position #16-156

MEDICAL INVESTIGATOR - PART-TIME - MEDICAL EXAMINER

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