



List of Postings

Execution # 379628

Function: RRPO

Run By: DKH1

Run Start Date: Oct 17, 2016 1:02:53 PM

Show Posting Details: Yes

Show Job Profiles: Yes

Show Recruiting Costs: Yes

Show Recruiters: Yes

Show Candidates: Yes

Include Filled Postings: Yes

Include Closed Postings: Yes

User Comment:

Entity: COUNTY OF DANE

Posting: DEPUTY MED EXM

Status: ALL

Source: ALL

Type: ALL

Department: ALL

Location: ALL

Posting: DEPUTY MED EXM Deputy Medical Examiner	Required FTE: 1.0000
Status: Newly Entered	Type: Internal or External
Source:	Default FTE: 1.0000
	Category:
	Filled FTE: .0000

Posting DetailsTime FrameNature of Work

Priority:
Requisition Date: Oct 21, 2016
Internal Opened: Oct 21, 2016
General Opened: Oct 21, 2016
Date Closed:
Date Filled:

Employment Type: Employee
Group Type:
Responsibility Level:
Language Class:
WCB Class:
Work Type:

SpecificsCompensation

Entity: COUNTY OF DANE
Location:
Department:
Unit:
Group:
Job:
Position:
Work Rule:
Web Address:
Posting Text:
Promoted By: HR ANALYST-159
Managed By: 8828, IRMEN BARRY E., Employee, 00

Assignment Start Date:
Assignment End Date:
Hours Per Day:
Hours Per Week:
Salary Range:
Wage Scale:
Wage Rate:
Rate Basis:

Job Profile

Job Profile: 129400 Deputy Medical Examiner
Type:
Status: Active
Category:
Last Reviewed:

Entity: COUNTY OF DANE
Auto Application: No
Auto Posting: No
In Use: No
Auto Look Back Days:

Purpose: Under the oversight of the Deputy Chief Medical Examiner, performs autopsies, reviews medical records, scene investigator reports, and other contributory information to determine jurisdiction, as well as cause and manner of death. Provides investigative support by responding to homicide scenes. Provides autopsy services to outside Counties that use the Dane County Medical Examiner's Office for autopsy and/or oversight services. With oversight of the Chief ME, the Deputy Chief Medical Examiner and in concert with the Director of Operations, may assist with development of policy and procedures, including disaster preparedness. Foster and maintain working relationships with all outside agencies that the Medical Examiner's Office interacts with.

Function: FUNCTION A - 90%: Perform forensic autopsies.

A 1: Performs all duties associated with forensic autopsies in cases that fall under the jurisdiction of the Dane County Medical Examiner's Office including Counties that Contract with Dane County for oversight and autopsy services. Complete detailed, and accurate autopsy reports in a timely manner.

A 2: Performs all duties associated with forensic autopsies for outside counties that bring their autopsy cases to Dane County. Provide detailed, accurate reports in a timely manner. Consults with outside County Coroner/Medical Examiners regarding the findings in those cases.

A3: Performs medical examinations (external) as required and appropriate.

A4: Reviews Medicolegal Investigators reports, toxicology findings, and other reports to accurately make a determination of the cause and manner of death.

A5: Provides expert testimony in civil and criminal court regarding cases that have been investigated by the Medical Examiner's Office. Also provides expert testimony, when required, in cases done for outside county departments.

A6: Responds to high profile deaths and homicides with the assigned MLI to view the body and scene. Assists in making decisions regarding removal of the body and processing of same.

A7: Works closely with law enforcement agencies and the District Attorney's Office in Dane County as well as outside counties as required.

FUNCTION B - 10%: Administrative Duties

B 1: Assist with training of MLI staff, law enforcement, and district attorney staff, both in Dane County as well as other counties.

B 2: Assist in the development of policy and procedures to guide the Medical Examiner's Office.

B 3: Establish and maintain effective working and public relations with various local and state law enforcement agencies, federal officers, county departments and the public.

B 5: Perform other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of Chapter 979 of the Wisconsin State Statutes concerning the investigation of death; considerable knowledge of causes and manners of death and their manifestations with regard to the body, scene and history; considerable knowledge of investigative techniques, principles and practices used in the research of cause and manner of death; considerable knowledge of the morphological aspects of the causes of death with special attention to autopsy; working knowledge of medical terminology and medicine as it pertains to death and varying forms of trauma; possession of effective oral and written communication skills; ability to show compassion and communicate with survivors of the decedent; ability to establish and maintain effective working relationships with other public agencies and the general public; ability to interpret a death scene, identify items of evidence and assess the condition of the body; ability to take proper photographs of scene, body and evidence for documentation; ability to physically remove a body from the scene of death and supervise the transport of the body to the morgue insuring the preservation of any trace evidence; ability to secure facts through investigation and inspections and to analyze and interpret these facts effectively; and ability to prepare and present accurate, objective and thorough reports.

PHYSICAL DEMANDS: Ability to lift 40 pounds unassisted; ability to see and hear within normal ranges; ability to endure stressful situations at times.

Prerequisites: Education and Experience: The ideal candidate will be board certified in anatomical and forensic pathology by the American Board of Pathology. Minimally, the Deputy Medical Examiner will be board certified in anatomical pathology and be eligible to complete, and obtain forensic board certification within 2 years of employment. This position requires an unrestricted license to practice medicine in the state of Wisconsin.

SPECIAL REQUIREMENTS:

Possession of or eligibility to obtain a valid Wisconsin driver's license; access to reliable personal motor vehicle transportation; and availability to work evenings, weekends and holidays. Must maintain Dane County residency following employment.

Successful applicants will be placed on an eligibles list and may be considered for other Deputy ME vacancies as they occur during the next 12 months. Candidates must be of sound moral character and must have a reputation for honesty and trustworthiness. Prior to appointment, candidates will be subject to a thorough background investigation, a physical examination, and may also be required to take a psychological examination. The recruitment process may also include interviews with partners in the criminal justice field as well as other experts in the area of forensic medicine.

Anticipated exam: Review of application materials to assess candidate's training and experience. Candidates invited to interview will be asked to present a PowerPoint case presentation from their work experience (approximately 15 – 20 minutes).

Compensation: Salary for this position will range from \$140,000 to \$160,000, plus excellent benefits including fully paid dental insurance premiums and HMO health insurance plan for full time employees, along with contributions towards POS health insurance plan, retirement, and short/long term disability. Additional benefits available include long term care, vision coverage, flex spending account and deferred compensation programs paid in full by the employee.

Recruitment ends when the needs of the department have been met.

Environment: Visiting death scenes, morgue and office

EEO Statement: Dane County is an Affirmative Action Employer operating under a Civil Service Merit System.

Work Eligibility:

How To Apply: TO APPLY FOR THIS POSITION FOLLOW THE NEXT STEPS:

1. COMPLETE EACH SECTION OF YOUR CANDIDATE PROFILE ON HOME PAGE. ONLY YOUR PROFILE AND RESUME WILL BE USED TO SCREEN FOR MINIMUMS. DO NOT CREATE MORE THAN ONE CANDIDATE PROFILE. YOU CAN USE THE SAME PROFILE TO APPLY FOR MULTIPLE POSITIONS.

2. CLICK ONCE ON "CLICK TO CONTINUE APPLICATION PROCESS" BELOW THESE INSTRUCTIONS.

3. DOWNLOAD ANY REQUIRED ADDITIONAL DOCUMENTS FROM JOBS.COUNTYOFDANE.COM. COMPLETE THE DOCUMENTS AND SAVE CHANGES ON YOUR COMPUTER. FINALLY GO TO THE ADDITIONAL DOCUMENTS SECTION ON YOUR CANDIDATE PROFILE HOME PAGE AND UPLOAD THE COMPLETED DOCUMENTS.

4. UNDER THE APPLICATION TAB, CHECK TO MAKE SURE YOUR APPLICATION IS THERE FOR THIS POSTING.

Web Address: