



COUNTY OF VOLUSIA
invites applications for the position of:

Medical Examiner Assistant (Forensic Investigator) - Office of the Medical Examiner

An Equal Opportunity Employer

SALARY: \$17.01 - \$26.58 Hourly
\$1,360.51 - \$2,126.02 Biweekly
\$35,373.31 - \$55,276.62 Annually

OPENING DATE: 10/17/14

CLOSING DATE: Continuous

MAJOR FUNCTIONS:

Volusia County is a drug free workplace and an Equal Opportunity Employer committed to a diverse workforce.

The County of Volusia is seeking a Medical Examiner Assistant (Forensic Investigator) for the Medical Examiner's Office. This position is located in Daytona Beach, Florida, and will be responsible for technical work gathering detailed information relative to circumstances surrounding a death.

ILLUSTRATIVE DUTIES:

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.)

- Maintains continuous contact with the County Communications Center to receive notification of a death that has the potential to be considered a medical examiner's case.
- Upon receipt of death notification, establishes contact with reporting agency to receive death information such as body location, apparent manner of death (natural vs. violent or suspicious) name of personal physician (if available), etc. Determines if the medical examiner has jurisdiction in the case.
- Gathers information at death scenes relative to death.
- Takes detailed notes and photographs at scene.
- Notifies and authorizes the use of body livery service in accordance with office policy, or transports the decedent with or without assistance to the morgue.
- Writes narratives and obtains documents, agency reports, records and other pertinent information to assist the Medical Examiner in certifying the cause and manner of death.
- Prepares the medical examiner portion of the death certificate for the medical examiner to sign.
- Communicates, as needed, with the decedent's physician and/or surviving family members and/or others.
- Enters information into the case management system, adds information as developments occur and keeps follow-up entries up-to-date, thus utilizing the system as an essential daily tool for case management.
- May be required to assist with autopsies including opening cranial, chest and abdominal

cavities, collecting specimens of blood and other body fluids and removing the organs from such cavities.

- May photograph specimens, prepare specimen labels and operate x-ray equipment.
- May supervise organ and tissue harvesting procedures by tissue procurement agencies.
- Is considered "Mission Essential" - required to be at work or in "on-call" status regardless of emergency situations and general dismissal authorizations, required to carry an employer-issued cell phone and/or pager while on and off shift for contact and communication to ensure critical operations continue in the event of a catastrophe or unavailability of the otherwise assigned individual. May be required to be available to assist on-call investigator.
- May be designated as a lead worker to supervise other Medical Examiner Assistants in the Investigation Section.
- Performs related work as required.

MINIMUM REQUIREMENTS:

****NOTE:** This position is posted on a continuous basis and may close without notice.

Bachelor of Science degree from an accredited institution in Forensic Science, Biology, Chemistry, or related field **AND** one (1) year of related investigative experience. Certification by the American Board of Medicolegal Death Investigators (ABMDI) or obtain certification within 24 months of hire. Must possess and maintain a valid Florida driver's license or obtain one by date of hire. A comparable amount of education, training, or experience may be substituted for the minimum requirements to include six (6) years of related investigative experience. *The preferred candidate* will have three (3) years of related investigative experience and possess the American Board of Medicolegal Death Investigators (ABMDI) certification.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of state and local regulatory requirements applicable to vital statistics recordation, public records laws and rules of evidence.
- Considerable knowledge of established policies for deciding jurisdiction of cases, as well as investigative procedures for determining causes and manner of death.
- Considerable knowledge of established policies and procedures for receiving, storing and releasing bodies.
- Considerable knowledge of the principles, practices and methods used in the collection, preserving and processing physical and post-mortem evidence.
- Skilled in the use and operation of camera and other photographic equipment.
- Knowledge of medical terminology.
- Skilled in the input of data into a computer database and/or case management system, and the completion of electronic forms.
- Ability to work with a degree of independence.
- Ability to execute and follow oral and written directions.
- Ability to prepare a clear and comprehensive report.
- Ability to establish and maintain effective working relationships with other employees, law enforcement officers, medical professionals and the general public.
- Ability to handle sensitive and confidential information in a professional manner and maintain confidentiality.
- Ability to deal objectively with the emotional stress generated by dealing with death daily and working long hours occasionally under adverse conditions.
- Ability to maintain a sense of caring for the survivor's emotional well being.
- Ability to lift cadavers if necessary.
- Ability to work on-call 24/7, weekends and nights.
- Skilled in the proper use of office equipment.

ADA REQUIREMENTS:

Physical Demands: Heavy to very heavy work. Ability to lift, pull, push, feel, hear, see (color, acuity, depth perception), carry, walk, stoop, kneel, bend, handle, finger dexterity, talk.

Environmental Demands: Inside and outside work. Ability to tolerate exposure to inclement weather (rain, cold, heat, humidity); odors, chemicals, dust, poor ventilation, fumes. Exposure to human remains and body fluids.

Mental Demands: Ability to read and comprehend scientific, medical and technical reports, abstracts and documents; memos, evaluations, safety rules, letters. Ability to effectively communicate information to others. Ability to perform general mathematical functions. Ability to write complex sentences relaying information, data and details. Ability to speak clearly and concisely relating information. Ability to analyze information and develop conclusions.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.volusia.org/personnel>

Job #14-00760

MEDICAL EXAMINER ASSISTANT (FORENSIC
INVESTIGATOR) - OFFICE OF THE MEDICAL EXAMINER
MW

OUR OFFICE IS LOCATED AT:

230 North Woodland Blvd Suite 262

DeLand, FL 32720

386-736-5951

personnel@volusia.org

Volusia County is a drug free workplace and an Equal Opportunity Employer committed to a diverse workforce. Veterans' preference pursuant to State law. Individuals with a disability who require special accommodations during the selection process should notify the Human Resources Division at (386)736-5951.

**Medical Examiner Assistant (Forensic Investigator) - Office of the Medical Examiner
Supplemental Questionnaire**

- * 1. Do you have a Bachelor of Science degree from an accredited institution in Forensic Science, Biology, Chemistry, or related field AND one (1) year of related investigative experience?
☐ Yes ☐ No

- * 2. If you answered yes to question #1, please indicate the number of years, position title and the name of the agency/organization(s). If you answered no, please indicate N/A. (Note: The response to this question must match the employment history in your application. If it does not, your application will be deemed incomplete).

- * 3. Do you have a comparable amount of education, training, or experience that may be substituted for the minimum requirements to include six (6) years of related investigative experience?
☐ Yes
☐ No
☐ Not applicable

- * 4. If you answered yes to question #3, please indicate the number of years, position title and the name of the agency/organization(s). If you answered no, please indicate N/A. (Note: The response to this question must match the employment history in your application. If it does not, your application will be deemed incomplete).

- * 5. Do you possess a certification by the American Board of Medicolegal Death Investigators (ABMDI)?
☐ Yes ☐ No

- * 6. If you answered no to question #5, would you be able to obtain the certification within 24 months of hire?
☐ Yes
☐ No
☐ Not applicable

- * 7. Do you possess a current Florida Driver's License?
☐ Yes ☐ No

- * 8. Do you realize this position requires you to respond to death scenes?
☐ Yes ☐ No

- * 9. Do you realize this position requires you to handle deceased bodies that may have traumatic injuries?
☐ Yes ☐ No

- * 10. Do you realize this position requires the upper body strength and physical ability to collect and transfer bodies to a transport vehicle without assistance?
☐ Yes ☐ No

- * 11. Do you realize this position may expose you to a variety of potential biological hazards such as blood?
☐ Yes ☐ No
- * 12. Are you willing to work in such a potentially biohazardous environment, using Personal Protective Equipment (PPE)?
☐ Yes ☐ No
- * 13. Are you willing to submit to the required law enforcement background check and to answer all questions truthfully, accurately and fully?
☐ Yes ☐ No
- * 14. Do you realize misuse or abuse of drugs, alcohol or controlled substances within the last five years may disqualify you from further consideration?
☐ Yes ☐ No
- * 15. Do you realize arrests and/or convictions for certain types of crime within the last ten years may disqualify you from further consideration?
☐ Yes ☐ No
- * 16. Do you realize, if offered this position, you are required to take and to pass a pre-employment physical examination and a urine drug-screening test?
☐ Yes ☐ No
- * 17. Are you willing to work late or come in early in order to meet deadlines and job responsibilities?
☐ Yes ☐ No
- * 18. Are you willing to be on-call and respond to work requirements after hours and on the weekends?
☐ Yes ☐ No
- * 19. Are you willing to assist other staff in the Medical Examiner office in their duties and to work special projects, as necessary?
☐ Yes ☐ No
- * 20. Are you willing to work during emergency situations, as necessary, at the Volusia County Emergency Operations Center?
☐ Yes ☐ No
- * 21. The salary range for this position is \$35,373.31 - \$55,276.62. New employees are normally hired at the base of the salary range. What is the minimum salary you are willing to accept, per year? If higher than the base, please provide rationale.

- * 22. Please write a short paragraph describing your interest in medicolegal death investigation and a second short paragraph explaining why you want this job with Volusia County.

* Required Question