

Jefferson County
Position Description

Name:		Department:	Medical Examiner Office
Position Title:	Medical Examiner	Pay Grade:	11 FLSA: Exempt
Date:	January 2015	Reports To:	County Administrator

Purpose of Position

The purpose of this position is to perform the statutory and County Board of Supervisors designated duties, including conducting medicolegal death investigations which begin in Jefferson County.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Responds to death calls and documents the death scene. Examines deceased and the circumstances of the death.
- Performs the death scene investigation, determines cause and manner of death; determines need for autopsy, toxicology, x-ray, etc; determines need for detectives, crime lab, District Attorney, etc., administers death notification and pronouncements, interviews witnesses, and documents death scenes. May initiate proceedings to convene an inquest when necessary
- Identifies the deceased and notifies next of kin personally or in conjunction with other law enforcement and judicial agencies. Answers family questions and concerns over deceased individuals.
- Obtains personal data and medical history of the deceased by examining documents and interviewing relatives, friends and acquaintances of the deceased.
- Collects, maintains and disposes of evidence; obtains samples and specimens; maintains and sorts records and documents; maintains, sorts and reviews photographs; prepares presentations and slides.
- Arranges for performance of pathological or mediological examinations and other tests, including autopsies, as individual situations warrant, and may accompany body to and observe the autopsies.
- Provides court testimony as needed. Testifies as an expert witness when requested concerning the facts and conclusions disclosed by autopsies, physical examinations and any other tests performed.
- Maintains complete files on all cases reported to the Medical Examiner's office. Maintains a log and statistical data on all case reported to the Medical Examiner's Office. Completes forms, prepares and presents questionnaires and reports. Keeps appropriate records.
- Prepares and provides cremation authorizations, permission to embalm, disinterment permits and death certificates as required. Prepares and submits reports, documentation and correspondence including Medical Examiner's reports, traffic fatality reports and firearm death reports.
- Appoints and supervises Chief Deputy Medical Examiner and Deputy Medical Examiners; selects new employees, coordinates, assigns and reviews the work of the deputies; acts on problems and concerns, maintains standards and recommends salary as appropriate.

- Manages department purchases, billings, accounts payable and maintains property audits of the office. Prepares and administers department annual budget, monitors, oversees, and authorizes expenditures, processes and pay invoices. Purchases and maintains supplies and equipment.
- Attends training meetings and seminars, maintains current knowledge of methods and procedures through professional literature, publications, Internet, etc., provides training, in-service, and public speaking as needed.
- Maintains dependable attendance
- Complies with County HIPAA Policies and Procedures, if applicable.
- Performs other duties as assigned or as may develop

Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in nursing, chemistry, biology, medicine, pre-med, paramedic, EMT, forensic science or Criminal Justice or closely related field and two years of medical investigative experience required. A combination of educations and experience that provides the necessary knowledge, skills and abilities may be considered. Approved training in death investigation within one (1) year of job commencement and a valid Wisconsin Driver's license is also required. Prior experience or knowledge of medicolegal death investigation, knowledge of relevant Wisconsin State Statutes, basic knowledge of forensic pathology and toxicology techniques along with other forensic specialties and their uses highly preferred.

Hours of Work: Must be available twenty four (24) hours a day, seven (7) days a week, unless proper replacement and reported to dispatching/paging agency

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date