

INVESTIGATOR V - MEX

Requisition ID

: 00116878

Organization

: Offices Under the President

Work Locations

:

Medical Examiner 2121 W. Harrison

Job Posting

: Dec 11, 2014, 4:16:23 PM

Closing Date

: Dec 25, 2014, 11:59:00 PM Full-time **Shift Start Time:** 8:30 A.M. **Shift End Time:** 4:30 P.M.

Posting Salary: RANGE: \$67,556-\$85,407 **Grade:** 22



Cook County Offices
Under The President

Administrative Hearings
Auditor
Bureau of Administration
Bureau of Economic Development
Bureau of Finance
Bureau of Human Resources
Bureau of Technology
Facilities
Office of the President

Job Summary

Under the direction of the Chief Medical Examiner, functions as Chief Investigator for the Office of the Medical Examiner. Develops and implements policies, procedures and practices for the Investigation Department. Coordinates and oversees all death investigations to assist the Medical Examiner in the determination of cause and manner of death. Oversees the development and maintenance of investigation files and accurate data entry into case management system. At the discretion of the Chief Medical Examiner, prepares and delivers presentations and speeches to the general public, police/fire departments and other organizations regarding department operations. Supervises investigators and other staff personnel assigned to three shifts. Must work on call 24/7 including weekends and holidays

Minimum Qualifications

- Graduation from an accredited college or university with a Bachelor's Degree in biology, forensic science, nursing, criminalistics, law enforcement, physical science or criminal justice. **(Must provide original college/university transcript at time of interview)**
- Ten (10) years full-time work experience in death investigations with a coroner/medical examiner office, governmental agency or law enforcement organization with direct exposure to deceased individuals including the handling of remains.
- Three (3) years of supervisory experience in an agency responsible for death investigations.
- Eligible to be certified by the American Board of Medicolegal Death Investigations (ABMDI) **within two (2) years of employment.**
- A valid driver's license and proof of automobile insurance is required. **(Must provide proof at time of interview)**

Preferred Qualifications

- Graduation from an accredited college or university with a Master's Degree in biology, forensic science, nursing, criminalistics, law enforcement, physical science or criminal justice.
- Certification by the American Board of Medicolegal Death Investigations.

***Degrees awarded outside of the United States with the exception of those awarded in one of the United States' territories and Canada, must be credentialed by either the World Education Services (WES) or Educational Credential Evaluators (ECE). Original credentialing documents must be presented at time of interview.**

Knowledge, Skills and Abilities

Knowledge of the principles, practices and procedures of forensic medicine.

Knowledge of principles and practices of management, budget development and preparation. Thorough knowledge of the principles and practices of chain of custody for physical evidence. Extensive knowledge of the laws, rules and regulations governing medico-legal investigations. Knowledge of the principles, methods and techniques of investigation related to area of assignment.

Knowledge of the criteria for establishing jurisdiction of the Medical Examiner.

Comprehensive knowledge of the rules of evidence and crime scene analysis.

Knowledge of the criteria for establishing jurisdiction of the Medical Examiner.

Knowledge of the criteria for determining cause and manner of death.

Ability to examine death scenes, write technical reports and provide expert testimony. Knowledge of legal and medical terminology, basic anatomy and physiology and biohazard safety precautions. Ability to work effectively with law enforcement, healthcare providers and other governmental agencies. Ability to effectively communicate with persons of diverse backgrounds. Ability to supervise, direct the activities and review the work of staff. Excellent oral and written communication skills. Thorough knowledge of personal computers and related software including case management systems, Adobe and Microsoft Office Suite.

Ability to work in a morgue environment with exposure to unpleasant sights, smells, blood and other body fluids.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

Benefits Package

- Medical, Dental, and Vision Coverage
- Basic Term Life Insurance
- Pension Plan and Deferred Compensation Program
- Employee Assistance Program
- Paid Holidays, Vacation, and Sick Time
- You May Qualify for the Public Service Loan Forgiveness Program (PSLF)

For further information on our excellent benefits package, please click on the following link:
<http://www.cookcountyrisk.com/>

COOK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER