

MEDICOLEGAL INVESTIGATOR

The Dane County Medical Examiner's Office in Madison, Wisconsin has a full time opening to conduct death investigations to determine the cause and manner of death including the gathering of physical evidence, interviewing material witnesses and assisting with autopsies.

Please upload a resume along with completing your online candidate profile.

Under general supervision, investigates deaths, determines jurisdiction, and reports case and scene findings to assist the Medical Examiner in determining the cause and manner of death.

- Examines evidence at scenes to establish an initial assessment of the cause and manner of death natural, suicide, accidental, homicidal or undetermined.
- Assists in the identification of the decedent by examining the body and the scene of the death, and gathering additional information as needed.
- Collects and preserves physical evidence in accordance with established chain of custody procedures.
- Notifies the next of kin personally or in conjunction with law enforcement, judicial agencies, or chaplain services.
- Supervises and assists with the removal of a decedent from a scene and the transport and accession at the morgue.
- Obtains personal data and medical history on cases from hospital personnel, health care personnel, interviews with family, neighbors, friends and others.
- Testifies in civil and criminal court cases on results of investigations and other expert information.
- Prepares death certificates for certification by pathologists.
- Prepares disinterment permits, subpoenas and other legally binding documents for embalming and cremation.
- Establishes and maintains effective working and public relations with various local and state law enforcement agencies, federal officers, county departments and the public.
- Assists at select autopsies with photographic duties, collection and documentation of evidence recovered at postmortem examination.
- Attends select autopsies and participates as required under pathologists supervision.
- Performs other duties as required.

Education and experience: Any combination of training or experience equivalent to an associate degree in police science, forensic science, medicine or nursing, or other related field of study, and two years experience either performing criminal or civil investigations including the writing of investigative reports.

EXAM: Written exam

For certain positions, Dane County will complete a criminal background check on applicants who progress to a certain stage in the application process, and if an applicant has a criminal history, then Dane County will disqualify the applicant if the position's responsibilities are substantially related to the applicant's criminal history.

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 necropsy.
- Working knowledge of medical terminology and medicine as it pertains to death and varying forms of trauma.
- Ability to 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.
- Ability to prepare and present accurate, objective, and thorough reports.
- Ability to respond to calls in a timely fashion.
- Oral and written communication skills.

Special Requirements: Possession of or eligibility for a valid Wisconsin driver's license; access to reliable personal motor vehicle transportation; availability to work evenings, weekends and holidays. Dane County residency is required following employment.

Starting rate of \$30.11 with further increases to \$39.15, plus excellent benefits including fully paid health and dental insurance for full time employees, along with contributions towards 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.

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 the documents used to screen for minimum qualifications.
- 2.CLICK ON THE POSTING UNDER THE OPEN POSTINGS SECTION. REVIEW THE POSTING AND AT THE BOTTOM OF THE POSTING CLICK ONCE ON "CLICK TO CONTINUE APPLICATION PROCESS"
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.COMplete additional required assessments listed under the "ASSESSMENTS" ON YOUR MAIN CANDIDATE PROFILE HOME PAGE. NOT ALL POSITIONS WILL HAVE THESE.
5. UNDER THE APPLICATION TAB, CHECK TO MAKE SURE YOUR APPLICATION IS THERE FOR THIS POSTING.

Dane County is an Affirmative Action Employer operating under a civil service merit system.