

**Jefferson County  
Position Description**

**Name:** \_\_\_\_\_ **Department:** Medical Examiner

**Position Title:** Medical Examiner Investigator (Part-time) **Pay Grade:** 5 **FLSA:** Non-Exempt

**Date:** November 2020 **Reports To:** Medical Examiner

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**Purpose of Position**

The purpose of this position is to conduct medicolegal investigations of deaths that come under the jurisdiction of the Jefferson County Medical Examiner's Office in accordance with Wisconsin State Statutes and provide office assistance to the Medical Examiner.

**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.**

- Answers phone calls, provides appropriate case details, maintains database and case files, prepares reports and statistics.
- Assists Medical Examiner with office duties such as billing, purchasing, inventory. Maintains office functions in Medical Examiner's absence.
- Conducts medicolegal investigations, including: photographing and documenting the scene; determining cause and manner of death; determining need for autopsy, toxicology, x-ray, etc; determining need for involvement of detectives, crime lab, District Attorney, etc.; performing pronouncements; interviewing medical staff, witnesses, law enforcement, families, etc.
- Examines bodies to investigate and determine cause and manner of death.
- Identifies the deceased and personally notifies next of kin in conjunction with law enforcement.
- Obtains personal data and medical history of the deceased by examining documents and interviewing relatives, friends, and witnesses.
- Collects, preserves and packages evidence, property, and specimens, maintaining chain of custody.
- Arranges for pathological or medicolegal examination and other tests, and may accompany body to observe autopsy.
- Coordinates proper disposition of the deceased, including the transport to the funeral home or morgue.
- 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.
- Establishes and maintains an effective working relationship with law enforcement agencies, local, state, and federal agencies, funeral service staff, medical personnel, families, and the public.
- Testifies in court as an expert witness as needed.
- Maintains dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Performs other duties as assigned or that may develop.

- Adheres to and promotes a safety as a priority in the workplace

**Minimum Training and Experience Required to Perform Essential Job Functions**

Associates degree in nursing, chemistry, biology, medicine, pre-med, paramedic, EMT, forensic science, or criminal justice or closely related field and a minimum of 1 year of medicolegal investigative experience. A combination of education and experience that provides the necessary knowledge, skills, and abilities may be considered.

**Preferred Training and Experience Required to Perform Essential Job Functions**

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 is highly preferred. A valid Wisconsin driver's license is required.

**Other Requirements – Certificates/Licensures**

Death investigation training.

Valid driver's license.

**Knowledge, Skills, Abilities**

- Ability to reliably and predictably carry out one's duties.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Knowledge of accurate record-keeping and accounting and bookkeeping processes in accordance with regulatory mandates and economic practicality.
- Knowledge of medicolegal death investigation, knowledge of relevant Wisconsin State Statutes, basic knowledge of forensic pathology and toxicology techniques along with other forensic specialists and their uses.
- Skill working sensitively with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds in public health settings.
- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.

**Supervision**

None

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is exposed less than one third of the time to conditions such moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The employee may also be exposed to high, precarious places, and vibration. The employee may also be exposed to risk of electrical shock. The noise level in the work environment is usually loud. This position may be called out 24 hours a day or rotate being on call, including weekends and holidays.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, 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.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

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Supervisor

Date

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Human Resources

Date

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