



Medical Examiner Investigator **(Part-time)**

Jefferson County's Medical Examiner office provides accurate and timely medicolegal death investigations, while maintaining the highest standard of professionalism and integrity. The staff is dedicated to respecting the needs of families as well as the interest of the general public.

The Medical Examiner is currently hiring a part-time Medical Examiner Investigator that will 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.

As an experienced, well organized individual, you will be successful in this role by completing the below key tasks and responsibilities:

- Answering phone calls and providing appropriate case details, performing case follow-up, maintaining database and case files, preparing reports and statistics
- Assisting Medical Examiner with office duties such as billing, purchasing, and inventory. Maintaining office functions in Medical Examiner's absence
- Conducting 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.
- Examining bodies to investigate and determine cause and manner of death
- Identifying the deceased and personally notifying next of kin in conjunction with law enforcement
- Obtaining personal data and medical history of the deceased by examining documents and interviewing relatives, friends, and witnesses
- Variety of other tasks necessary and provided on the job description

Starting wage: \$21.43/hour (\$90/case taken outside of normal working hours)

Hours: 32 hours/week; schedule will be determined by the Medical Examiner with some flexibility

Benefits: This position is eligible for our excellent benefit package with details provided at the below link

(https://www.jeffersoncountywi.gov/departments/human_resources/pay_and_benefit_information.php)

Qualifications Needed:

- Associates degree in nursing, chemistry, biology, medicine, pre-med, paramedic, EMT, forensic science, criminal justice, or closely related field and 1 year of experience. A combination of education and experience that provide the necessary skills, knowledge, and abilities may be considered.
- Valid driver's license

Qualifications Preferred:

- 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

Applications will be accepted until this position is filled; however, initial screening of applicants will begin:

May 27, 2022.

Job Change Application and position details are available on the Employee Webpage:

<http://countyapps/jc/employee/>

Jefferson County is an Equal Opportunity Employer