

Oconto County - Job Description

Job Title: Medicolegal Investigator
Position #: 80208
Department: Medical Examiner
Reports To: Law Enforcement/Judiciary Committee
FLSA Status: Exempt
Pay Classification: Not Graded
Work Comp Code: 9413
EEO Code: 04-01
Approved Date: 02/05/2016

SUMMARY:

Under general direction of the Medical Examiner as contracted by the Law Enforcement/Judiciary Committee, provides assistance to the Medical Examiner's Office in providing death investigations, cremation authorizations, and disinterment permits for the County. The Medicolegal Investigator shall perform the duties required under the law including those outlines in Wis. Stats. Chapters 979, 48, 59.34 and the Wisconsin Administration Code and other as may be amended or required by law.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

Provides scheduled availability and reports on-call changes to Oconto County dispatch and the Brown County Medical Examiner's Office.

Responds to death calls per Standard Operating Guidelines (SOG), performs the death scene investigation, assists in the determination of the cause and manner of death; assists in the determination for the need of autopsy, toxicology, x-ray, etc; assists in the determination of the need for detectives, crime lab, District Attorney, etc.; administers death notification and pronouncements, interviews witnesses, and documents death scenes.

Identifies the deceased if practical, notifies next of kin personally or in conjunction with other law enforcement and judicial agencies; will obtain personal information and medical history of the deceased by examining available documents and interviewing relatives, friends, and acquaintances of the decedent. Responds to family questions and concerns over deceased individuals.

Collects, maintains and appropriately transfers evidence; may obtain samples and specimens of human remains; produces, obtains and sort records and documents and appropriately transmits those records to the office per SOG; maintains, capture, sort and review photographs and transmit those photographs to the office per SOG.

Assists in the scheduling of pathological or mediological examinations and other tests including autopsies, as individual situations warrant; may be asked to accompany body to and observe the autopsies.

May perform physical examinations and tests incidental to any matter of a criminal nature when requested by the Court or District Attorney.

Provides court testimony as needed. May testify as a factual witness when requested pertaining to the facts and observations made during initial investigation, physical examination and any other tasks performed.

Produces and maintains accurate records on all cases reported to the Medical Examiner's office until which time as those records are transferred to the Office of the Medical Examiner.

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.

Attends training meetings and seminars; maintains knowledge and expertise pertaining to the methods of medico legal death investigation. This may be obtained through professional literature, publications, Internet, etc. Provides training, in-service education and public speaking as needed.

Establishes and maintains effective public relations and working relationships with local, state, and federal law enforcement agencies.

Participates in disaster drills as requested.

SUPERVISORY RESPONSIBILITIES:

None

SUPERVISION RECEIVED:

Employee receives supervision from the Medical Examiner and Chief Deputy Medical Examiner.

QUALIFICATIONS

High School Diploma or equivalent. Two years accredited post high school education either in nursing, Emergency Medical Technology, pre-med, criminal justice, police science, or closely related field with a minimum of two years' experience in an above-mentioned field. A combination of education and experience that provides the necessary knowledge, skills and abilities maybe considered. Approved training in death investigation within one (1) year of job commencement. (An active police officer may not be a Coroner or Medical Examiner per state statute)

Knowledge and basic understanding of the principles, practices, and procedures of pathology.

Knowledge of investigative methods and techniques and the signs and symptoms of death.

Ability to determine whether conditions of death are suspect and warrant further investigation.

Knowledge and utilization of computers.

LANGUAGE SKILLS

An employee will have the ability to communicate effectively, both orally and in writing; have the ability to interact effectively with co-workers and the general public; ability to establish and maintain effective relations and working relationships with local, State, and Federal law enforcement agencies.

An employee will have the ability to read, analyze and interpret complex documents; ability to respond effectively to the most sensitive inquiries or complaints; ability to use tact and courtesy in dealing with employees, supervisors, clients, and other county and outside agencies; ability to make effective and persuasive presentations on controversial or complex topics to public groups, and/or County Committee and Board.

MATHEMATICAL SKILLS

Will have the ability to work with mathematical concepts such as probability and statistical inference and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to determine whether conditions of death are suspicious and warrant further investigation; ability to gather facts, clues, and draw logical conclusions from such data; ability to prepare accurate records and reports in accordance with State and County regulations; ability to exercise judgment, decisiveness, and

creativity required in situations involving directions and control; ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems; ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.); ability to deal with a variety of both abstract and concrete variables.

CONFIDENTIALITY

Able to process all client information in a confidential and professional manner in accordance with established state statutes, administrative codes, and agency policy, which include protected health information (includes electronic PHI). If disclosed illegally, this could lead to negative legal or public reaction against the county, department, or self. Maintain security of all client records.

CERTIFICATES, LICENSES, REGISTRATIONS

Must hold a valid Wisconsin Driver's license and have access to personal transportation or other reliable means of city and rural travel on a 24-hours basis. Must be available for immediate response when scheduled.

MATERIALS AND EQUIPMENT USED

General office equipment, computer, keyboard, printer, calculator, photocopier, fax machine, equipment, and supplies associated with the duties of the medicolegal investigator.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, talk, and listen. The employee is occasionally required to stand, walk, use hands, reach with hands and arms, stoop, kneel, crouch or crawl and smell. The employee must lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Respond to death calls. Be able to access the body in the location found. You may need to walk long distances, climb terrain, use snowmobiles, or other equipment to access the deceased. There is potential exposure to noxious odors with possible exposure to aerosol bacteria and chemicals, AIDS, and hepatitis.

WORK ENVIRONMENT

While performing the duties of this job, the employee regularly works in areas with security measures in place. The employee is often exposed to blood borne pathogens and sometimes works with persons of questionable character in settings such as their homes. The employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

There will be significant interaction with funeral directors, area hospitals, law enforcement departments, pathologists, families of deceased and the general public. Must have the ability to work under unsafe and uncomfortable conditions where exposure to environmental factors such as temperatures and noise extremes, traffic hazards, toxic agents/chemicals or disease can cause discomfort and where there is a risk of injury.

Travel through unfamiliar regions of the County in all types of weather conditions at whatever time of the day or night a death call is received.

DISCLAIMER:

The above statements are intended to describe the general nature of the job. They are not intended to be an exhaustive list of specific responsibilities, duties, and skills required by personnel so classified.

Oconto County is an Equal Opportunity and Affirmative Action Employer. In compliance with the American 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.