

DEPUTY MEDICAL EXAMINER

FUNCTION OF THE JOB

Under supervision, to perform work in one of two (2) functional areas that may include determining jurisdiction of cases, investigating and reporting on the cause and manner of death, or assisting with autopsies; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Investigates deaths in accordance with Wisconsin State Statutes and Waukesha County Policies and Procedures, including evaluating death scenes, examining and preserving evidence, investigating the circumstances of death by obtaining personal data and medical history through records and interviews; and establishes initial assessment of cause and manner of death as natural, suicidal, accidental, or homicidal.
2. Assists in the identification of decedent, and determines and coordinates proper disposition of the body, including removal and transportation of the body to the morgue.
3. Notifies next of kin personally or in conjunction with other law enforcement and judicial agencies.
4. Prepares reports documenting the facts and findings of all death investigations and other activities regarding the deceased.
5. Examines bodies, investigates cause and manner of death and prepares and issues certificates, disinterment permits, subpoenas, and other legally binding documents for embalming and cremation.
6. Assists in the collection, preservation, and chain of custody of bodies, criminal and physical evidence, specimens, and property.
7. Collects, packages, and prepares specimens for tests, storage, or transport and maintains specimen inventory.
8. Assists a forensic pathologist in the performance of medico-legal autopsies.
9. Releases bodies and property to the appropriate agency, funeral director, or family member and secures a receipt of the transaction.
10. Takes photographs of bodies and other evidence at autopsies and at death scenes.
11. Maintains autopsy facility, laboratory, equipment, and supplies in a clean and disinfected condition after use.
12. Orders, stocks, and prepares necessary supplies for the proper operation of the morgue and laboratory.
13. Establishes and maintains effective working relations with both internal and external customers, including but not limited to supervisors, staff, various local and state law enforcement agencies, federal officers, consultants, County departments, medical personnel, funeral service professionals, tissue banks, decedent's families, and the public.
14. Testifies in civil and criminal court cases when necessary.
15. Responds to reports of death on a 24 hour per day, 7-day per week basis on a rotating on-call basis.
16. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Considerable knowledge of Wisconsin State Statutes concerning investigation of deaths.
2. Considerable knowledge of cause and manner of death and investigative techniques, principles, and practices used in the determination of cause and manner of death.
3. Considerable knowledge of procedures involved in medico-legal autopsies.
4. Considerable knowledge of medical terminology, anatomy/physiology and broad areas of medicine as it pertains to death and forms of trauma.
5. Working knowledge of computerized department program software, internet access, and database, spreadsheet, and word processing programs.

QUALIFICATIONS

Essential Knowledge and Abilities (cont.)

6. Working knowledge of techniques, methods, and procedures for the handling and preparation of evidence for chain of custody control.
7. Working knowledge of forensic techniques and analysis as they apply to death investigation.
8. Working knowledge of occupational safety requirements and procedures, especially regarding hazardous materials and blood borne pathogens.
9. Working knowledge of the procedures used to disinfect, clean, and sanitize equipment and facilities according to safety precautions.
10. Working knowledge of the procedures for sterile specimen collection.
11. Ability to utilize word processing, database, and spreadsheet programs.
12. Ability to secure facts through objective, independent, and thorough investigations; identify and interpret evidence; analyze data; and make appropriate determinations.
13. Ability to establish and maintain effective working relationships with both internal and external customers, including but not limited to supervisors, staff, various local and state law enforcement agencies, federal officers, consultants, County departments, medical personnel, funeral service professionals, tissue banks, decedent's families, and the public.
14. Ability to work compassionately and with diplomacy, with grieving relatives and members of the community.
15. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
16. Ability to take proper photographs of scene, body, and evidence for documentation.
17. Ability to prepare, present, and maintain accurate, objective, and thorough reports and records.
18. Ability to move and transfer human bodies of various weights and insuring preservation of any trace evidence.
19. Ability to assist in the performance of autopsies, including the ability to use specialized autopsy and photographic equipment.
20. Ability to maintain specimens and evidence logs and to maintain supplies in an orderly fashion.
21. Ability to perform laboratory tasks such as specimen transfers and handling preserved specimens.
22. Ability to deal with issues of death and dying on a daily basis, often in unpleasant circumstances.
23. Ability to perform work in the field in varying types of terrain and weather conditions.
24. Ability to safely drive a County vehicle in the regular performance of duties.
25. Ability to manage multiple priorities in a timely manner.
26. Ability to analyze and solve problems.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in such areas as biological or medical science, anatomy, physical therapy, physical anthropology, medical technology, nursing, or a closely related field.

OR

2. Four (4) years of work experience in medico-legal death investigation, medical or biological sciences, police sciences, as a pathology or autopsy assistant; or a closely related area preferable in a medical examiner's or coroner's office.
3. Valid driver's license.