

DEPUTY MEDICAL EXAMINER SUPERVISOR

FUNCTION OF THE JOB

Under direction, assists the Medical Examiner in the administration of the office and supervision of staff; supervises and performs work investigating death as it occurs in the County; and performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Supervises death investigations conducted through the Medical Examiner's Office; provides direction to staff in the handling of individual cases.
2. Plans, supervises, organizes, assigns, distributes, and evaluates the work of the Deputy Medical Examiners and schedules staff for 24 x 7 coverage.
3. Develops and maintains policies and procedures to investigate reported deaths, facilitate office efficiency, and update documents and forms.
4. Trains and instructs staff on operational policies and procedures; and coordinates workplace safety compliance and continuing education/training activities.
5. Participates in screening, interviewing and selecting technical and support staff and handles other personnel related activities.
6. Coordinates, maintains, and secures the inventory of the drug room while following policies and procedures; maintains disposal records and logs.
7. Coordinates, maintains, and secures the inventory in the evidence room while following policies and procedures to maintain chain of custody; maintains retention and destruction log; coordinates with Identification Units regarding evidence.
8. Coordinates, researches, and evaluates the replacement of equipment and technology such as scene cameras, digital cameras, and platform cameras; trains staff on the use of equipment; coordinates record retention and file compatibility of digital record created by equipment.
9. Serves as mass fatality coordinator by maintaining and implementing mass fatality master plan and coordinate plan with business continuity plan of department.
10. Serves as a liaison to funeral homes and tissue recovery agencies to coordinate scheduling of Deputy Medical Examiners for cremation viewings or tissue recovery; ensures agency compliance with established policies and procedures and standards, and address concerns or questions.
11. Directs the procurement of supplies for Deputy Medical Examiners and ensures proper investigative equipment is available.
12. Coordinates and administers communication devices such as radios, pagers and other devices.
13. Coordinates and administers vehicles and transportation duties such as vehicle selection and maintenance for decedent transport.
14. Performs all duties and responsibilities of the Deputy Medical Examiner to investigate deaths in accordance with Wisconsin State Statutes, including evaluating death scenes, examining and preserving evidence, investigating the circumstances of death by obtaining personal data and medical history through records and interviews; establishes initial assessment of cause and manner of death as natural, suicidal, accidental, or homicidal.
15. Establishes and maintains effective working and public relations with the State Crime Laboratory, police departments, Federal and State law enforcement agencies, expert consultants, other county departments, and the public.
16. Responds to reports of death or provides staff supervision services on a 24 hour per day, 7-day per week basis on a rotating on-call basis.
17. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of the Wisconsin State Statutes concerning investigation of death.
2. Comprehensive knowledge of investigative principles, practices, and techniques used in the medical – legal death investigation.
3. Comprehensive knowledge of departmental programs, operations, and policies.
4. Considerable knowledge of medical terminology and broad areas of medicine as it pertains to death and varying forms of trauma.
5. Considerable knowledge of occupational safety requirements and procedures, especially regarding hazardous materials and blood borne pathogens.
6. Considerable knowledge of supervisory and managerial principles and practices.
7. Considerable knowledge of computer hardware, software, and other specialized equipment or technology and their application to department operations.
8. Ability to plan, organize, supervise, train, and evaluate the work of others.
9. Ability to secure facts through objective, independent, and thorough investigations; identify and interpret evidence; analyze data; and make appropriate determinations.
10. Ability to establish and maintain effective working and public relationships; and to communicate effectively and deal compassionately with grieving family members.
11. Ability to take proper photographs of scene, body, and evidence for documentation.
12. Ability to prepare, present, and maintain accurate, objective, and thorough reports and records.
13. Ability to move and transfer human bodies of various weights and insuring preservation of any trace evidence.
14. Ability to assist in the performance of autopsies, including the ability to use specialized autopsy and photographic equipment.
15. Ability to maintain specimens and evidence logs and to maintain supplies in an orderly fashion.
16. Ability to perform laboratory tasks such as specimen transfers and handling preserved specimens.
17. Ability to deal with issues of death and dying on a daily basis, often in unpleasant circumstances.
18. Ability to perform work in the field in varying types of terrain and weather conditions.
19. Ability to safely drive a County vehicle in the regular performance of duties.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in biological or medical science, criminal justice, or a closely related field.
2. Three (3) years of work experience in medico-legal death investigation, biological or medical science, or a closely related area. Prefer experience in medical examiner or coroner setting.
3. A valid State of Wisconsin regular driver's license.