

DODGE COUNTY JOB DESCRIPTION

JOB TITLE:	Deputy Medical Examiner	FLSA STATUS:	
DEPARTMENT:	Medical Examiner	REPORTS TO:	Medical Examiner
LOCATION:	Administration Building	DATE:	6/29/09
LABOR GRADE:	Non-Union Miscellaneous	REVISED:	
OVERALL PURPOSE/SUMMARY			
Under the supervision of the Medical Examiner investigates and reports on the cause and manner of deaths including the gathering of physical evidence, interviewing, determines if a case falls under the jurisdiction of the Medical Examiner's Office; and performs related work as required.			
PRINCIPAL DUTIES AND RESPONSIBILITIES			
<ol style="list-style-type: none">1. Responds to death calls and documents the death scene. Examines deceased and the circumstances of the death.2. Performs the death scene investigation, determines cause and manner of death; determines need for autopsy, toxicology, x-ray, etc; determines need for detectives, crime lab, District Attorney, etc., administers death notification and pronouncements, interviews witnesses, and documents death scenes.3. Photograph, fingerprint, collect toxicology samples, obtain DNA, samples, and other physical evidence from the body.4. Identifies the deceased and notifies next of kin personally or in conjunction with other law enforcement and judicial agencies.5. Obtains personal data and medical history of the deceased by examining documents and interviewing relatives, friends and acquaintances of the deceased.6. Answers family questions and concerns over deceased individuals.7. Collects, maintains and disposes of evidence; obtains samples and specimens; maintains and sorts records and documents; maintains, sorts and reviews photographs; prepares presentations and slides.8. Arranges for performance of pathological or medicolegal examinations and other tests, including autopsies, as individual situations warrant, and may accompany body to and observe the autopsies.9. Provides court testimony as needed. Testifies as an expert witness when requested concerning the facts and conclusions disclosed by autopsies, physical examinations and any other tests performed.10. Maintains complete files on all cases reported to the Medical Examiner's office. Maintains a log and statistical data on all case reported to the Medical Examiner's Office. Completes forms, prepares and presents questionnaires and reports. Keeps appropriate records.11. 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.12. Attends training meetings and seminars, maintains current knowledge of methods and procedures through professional literature, publications, Internet, etc., provides training, in-service, and public speaking as needed.13. Participates in planning disaster drills.14. Regular attendance and punctuality required.15. Performs related duties as may be required or assigned.			
JOB SPECIFICATION			
KNOWLEDGE, SKILLS, AND ABILITIES			
Knowledge of the signs and symptoms of various causes of death.			
Knowledge of the principles, practices, and procedures of pathological medicine.			
Knowledge of investigative methods and techniques.			
Knowledge of the statutory duties affecting the Medical Examiner's Office, methods of conducting death investigations, and supervisory techniques.			
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 establish and maintain effective relations and working relationships with local, State, and Federal law enforcement agencies.			
Ability to exercise judgment, decisiveness and creativity required in situations involving directions, control, and planning of an entire program or multiple programs.			
Ability to communicate effectively orally and in writing, and interact effectively with co-workers and the general public.			
Must meet requirements of Dodge County Driver Qualification Program.			
EDUCATION AND EXPERIENCE			
Graduation from high school or equivalent. Associate degree in nursing, medical terminology, chemistry, biology, medicine, pre-med, paramedic, EMT, forensic science or Criminal Justice or closely related field and two years of medical investigative experience. A combination of educations and experience that provides the necessary knowledge, skills and abilities maybe considered. Approved training in death investigation within one (1) year of job commencement. Continuing education to improve death investigation skills. Accounting, secretarial and computer skills is preferred. Valid Wisconsin Driver's license and access to personal transportation or other reliable means of city and rural travel on a 24-hours basis. Must be available twenty four (24) hours a day, seven (7) days a week, unless proper replacement and reported to dispatching/paging agency.			

WORKING CONDITIONS

Significant interaction with funeral directors, area hospitals, County law enforcement department, pathologists, families of deceased and the general public. 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.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans 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.

ACKNOWLEDGEMENTS**EMPLOYEE SIGNATURE:****DATE:****SUPERVISOR SIGNATURE:****DATE:****FOR HUMAN RESOURCE USE****ANALYST(S):****DATE:**

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.