

**DEPUTY MEDICAL EXAMINER  
COLUMBIA COUNTY OFFICE OF MEDICAL EXAMINER**

**Position Description**

**I. Position Summary**

Under the supervision of the Medical Examiner, the Deputy Medical Examiner investigates and assists in determining the cause and manner of deaths for cases of jurisdiction of the Columbia County Medical Examiner's Office and performs related work as required.

**II. Essential Duties and Responsibilities**

1. Responds to death calls and documents the death scene; examines the deceased and the circumstances of the death; performs the death scene investigation; determines the need for autopsy, toxicology, x-ray, or other pertinent tests or examinations.
2. Legally pronounces death and aids in identification of the decedent.
3. Notifies legal next of kin personally or in conjunction with other law enforcement and judicial agencies.
4. Obtains personal data and medical history of the deceased by requesting the appropriate records and interviewing relatives, friends, and acquaintances of the deceased and/or witnesses on scene.
5. Answers family questions and concerns about deceased individuals.
6. Collects, inventories, and distributes specimens, personal property, prescription medications, and monies as appropriate.
7. Refers decedents for tissue and eye donation according to department procedure.
8. Schedules the appropriate forensic examinations with the on-call forensic pathologist. Transports the decedent to and observes the autopsy, often in the company of law enforcement and other agencies.
9. Prepares and provides cremation authorizations, permission to embalm, and disinterment permits, as required.
10. Attend trainings and seminars to achieve a working knowledge of current methods and procedures.
11. Interacts with funeral directors, medical facilities, Law Enforcement, pathologists, legal next of kin, and the general public.
12. Works in physically and emotionally stressful conditions.
13. Performs related duties as may be required or assigned.

**III. Educational Requirements and Qualifications**

1. Possesses an Associate's degree in medicolegal death investigation, nursing, biology, anatomy, anthropology, medicine, EMS/EMT/Paramedic, forensic science, criminal justice, or closely related field OR
2. Holds a current EMS/EMT/Paramedic certificate from an accredited program.
3. The preferred candidate will have two years of experience in a Medical Examiner's or related office.

**IV. Knowledge, Skills, Licenses, and Experience required**

1. Considerable knowledge of Chapter 979 of the Wisconsin State Statutes concerning the investigation of death.
2. Considerable knowledge of Chapter 69 of the Wisconsin State Statutes concerning the record of death.
3. Considerable knowledge of causes and manners of death and their relation to the body, scene, medical and social history, and forensic examinations.
4. Knowledge of the principles, practices, and procedures of pathological medicine.
5. Knowledge of investigative methods and techniques.
6. Knowledge of the statutory duties affecting the Medical Examiner's Office
7. Ability to determine whether conditions of death are suspicious and warrant further investigation.
8. Ability to gather facts, clues, and draw logical conclusions from such data.

9. Ability to establish and maintain effective working relationships with local, State, and Federal agencies.
10. Ability to exercise judgment, decisiveness, and creativity and display effective problem solving.
11. Ability to communicate investigative results in a court of law.
12. Ability to take proper photographs of a scene, body, and evidence for documentation.
13. Ability to physically remove a body from the scene and transport or supervise the transport of the body to a proper facility and ensure the preservation of the chain of custody.
14. Ability to prepare and present accurate, objective, and thorough reports.
15. Ability to work evenings, holidays, and weekends.
16. Review and compliance with the Columbia County Standard of Conduct with special attention to disclosure of confidential records and information.
17. Valid Wisconsin Driver's license and access to personal transportation.
18. Must maintain auto liability insurance.
19. Random drug testing required.

**V. Physical Requirements**

1. Ability to bend, lift, twist, stretch, squat, sit, stand.
2. Ability to see and hear within normal ranges with or without adaptive devices.
3. Ability to communicate orally in a clear manner.
4. Ability to lift/carry/push/pull up to 50 pounds unassisted and heavier loads with assistance.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. This position requires the completion and passing of a background check.

3/2026