

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

**POSITION DESCRIPTION**

**I. Position 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, assisting in post-mortem examinations; determines if a case falls under the jurisdiction of the Medical Examiner's Office; and performs related work as required.

**II. Essential Duties and Responsibilities**

1. Investigate death scenes to determine cause and manner of deaths in accordance with Wisconsin State Statutes.
2. Examines evidence at the scene to establish an initial assessment of the cause and manner of death as natural, suicide, homicidal, accidental, or undetermined.
3. Assists in the identification of the decedent by examining the body and the scene of the death.
4. Collects and preserves physical evidence in accordance with the established chain of custody procedures.
5. Notifies the next of kin personally or in conjunction with law enforcement, judicial agencies, or pastoral services.
6. Supervises the removal of the body from the scene, including transporting to the appropriate post-mortem facility.
7. Conducts medical and social history data collection on cases from hospital personnel, health care personnel, families, friends, neighbors, and other sources.
8. Testifies in civil and criminal cases on the results of investigations and other expert information
9. Prepares and issues death certificates, disinterment permits, cremation permits, embalming permits, medical record requests, subpoenas, and other legally binding documents.
10. Photograph, fingerprint, collect toxicology samples, gather DNA samples and other forensic evidence from the body.
11. Establishes and maintains effective working and public relations with various local, county and state law enforcement agencies, federal officers, correctional officers, county departments and the public.
12. Assists at autopsies and subsequent cleaning and restocking of supplies.
13. Performs other duties as required.

**III. Educational Requirements and Qualifications**

1. Requires a combination of training and experience equivalent to at least an Associate Degree in Police Science, OR
2. Related field and two years experience either performing criminal or civil investigations, including writing investigative reports.
3. Additionally the position requires a medical background trained to at least the Emergency Medical Technician – Basic level or similar training and two years of medical field experience.
4. Familiarity with exposure control plans and appropriate personal protective equipment including safe needle practices.

**IV. Licenses, Certifications and Special Requirements**

1. Considerable knowledge of Wisconsin State Statute 979, concerning the investigation of deaths
2. Considerable knowledge of Wisconsin State Statute 69, concerning the reporting and recording of deaths

3. Considerable knowledge of causes and manners of death and their manifestations with regard to the body, the scene, medical social history, and forensics
4. Considerable knowledge of investigative techniques, principles, and practices used in the investigation of deaths including the *American Board of Medical Legal Death Investigators and the 1999 Death Investigation guidelines as published by the National Institutes of Justice*
5. Considerable knowledge of the morphological aspects of the causes of death with special attention to necropsy
6. Working knowledge of medical terminology and medicine as it pertains to death and varying forms of trauma
7. Working knowledge of human anatomy and physiology sufficient to gather blood and other bodily fluids as evidence
8. Ability to effectively communicate with physicians and other licensed health care providers
9. Ability to communicate with survivors of the decedent
10. Ability to communicate investigative results in a court of law
11. Ability to establish and maintain effective working relationships with other public agencies and the general public
12. Ability to interpret a death scene, identify items of evidence and assess the condition of the body
13. Ability to take proper photographs of scene, body and evidence for documentation
14. Ability to physically remove a body from the scene and transport or supervise the transport of the body to a proper facility including, but not limited to the morgue, and insuring the preservation of evidence.
15. Ability to prepare and present accurate, objective, and thorough reports.
16. Oral and written skills are essential
17. Possession of a valid Wisconsin Driver's License
18. Ability to drive County owned vehicles
19. Access to reliable personal motor vehicle transportation
20. Availability to work evenings, holidays, and weekends
21. Must maintain auto liability insurance.
22. Must be bondable.
23. Random drug testing required.

**V. Physical Requirements**

1. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking
2. Visual acuity
3. Able to hear normal conversation
4. Able to communicate orally in a clear manner
5. Good manual dexterity of hands and fingers
6. Able to lift/carry/push/pull up to 100 pounds with a moving cart or device

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.