**INVESTIGATOR IV - M.E.**

**Requisition ID:** **00122558**

**Organization:** Offices Under the President

**Work Locations:** Medical Examiner 2121 W. Harrison

**Job Posting:** Jan 10, 2019, 7:45:07 PM

**Closing Date:** Jan 31, 2019, 11:59:00 PM

Full-time

**Posting Salary:** $82,796 / Yearly

**Grade:** 21

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| https://secure2.cookcountyil.gov/Taleo/CookColorSeal_2in_150ppi.jpg    **Cook County Offices**  **Under The President** | **Administrative Hearings**  **Auditor**  **Bureau of Administration**  **Bureau of Economic Development**  **Bureau of Finance**  **Bureau of Human Resources**  **Bureau of Technology**  **Facilities**  **Office of the President** |

**Job Summary**

Under the direction of the Chief of Investigations, assists in the development and implementation of policies and procedures for the Department of Investigations.  Assists with the coordination and oversight of all death investigations to aid the Medical Examiner in the determination of cause and manner of death in cases under the jurisdiction of the Office of the Medical Examiner.  Assists with the direction, management, and supervision of the work activities of Investigators I, II, and III working twenty-four (24) hours per day, seven (7) days a week.  Conducts death investigations, applying his or her knowledge of and skill in accepted criminal investigation practices and techniques.  Functions as a high-level liaison between the Office of the Medical Examiner, the State’s Attorney, and law enforcement agencies pertinent to investigations in the absence of the Chief of Investigations.  Participates in the oversight, development and maintenance of Investigation files and databases.  Consults with the Medical Examiner, to prepare and deliver presentations and speeches to the general public, police and fire departments and other organizations regarding the operations of the Medical Examiner’s Office.  Provides and assumes management and supervision for the entire Department of Investigations on weekends, evenings and nights in the absence of the Chief of Investigations.  Acts as a member of the Mass Disaster Response Team, and assists in the development and coordination of the Office of the Medical Examiner’s response to mass disaster incidents.

**Minimum Qualifications**

* Graduation from an accredited college or university with a Bachelor’s Degree including completion of at least six (6) credit hours in Human Anatomy and Physiology, Microbiology or Immunology.**(Must upload a copy of transcript showing required coursework in order to be considered).(Must also provide original college/university transcript at time of interview)\***
* Seven (7) years professional work experience as a member of a Medical Examiner’s office or Coroner’s office in which the primary responsibility was the investigation of deaths with direct exposure to deceased individuals -OR– seven (7) years as a member of a law enforcement agency in which the primary responsibility was the investigation of deaths, homicides, or other serious crimes with direct exposure to deceased individuals (equivalent to a Detective classification).

**-OR-**

* Graduation from an accredited college or university with a Master’s Degree including successful completion of at least six (6) credit hours in Human Anatomy and Physiology, Microbiology or Immunology. **(Must upload a copy of transcript showing required coursework in order to be considered). (Must also provide original college/university transcript at time of interview)\***
* Five (5) years professional work experience as a member of a Medical Examiner’s office or Coroner’s office in which the primary responsibility was the investigation of deaths with direct exposure to deceased individuals -OR– seven (7) years as a member of a law enforcement agency in which the primary responsibility was the investigation of deaths, homicides, or other serious crimes with direct exposure to deceased individuals (equivalent to a Detective classification).
* Registry or Board Certification from the American Board of Medicolegal Death Investigators (ABMDI). If not certified at the time of hiring, certification must be obtained within two (2) years from the date of hire.**(If certified,** **must provide proof at the time of interview).**
* A valid driver’s license and proof of automobile insurance is required. **(Must provide proof at the time of interview).**
* Must be able to work in a morgue environment with exposure to unpleasant sights and smells, blood and other body fluids.
* Must be able to work on call 24/7 including weekends and holidays.

**Preferred Qualifications**

* An advanced degree in forensic science, biology, nursing, criminal justice or mortuary science.

**\*Degrees awarded outside of the United States with the exception of those awarded in one of the United States’ territories and Canada must be credentialed by an approved U.S. credential evaluation service belonging to the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE).  Original credentialing documents must be presented at time of interview.**

**Knowledge, Skills, Abilities and Other Characteristics**

Knowledge and understanding of the policies, procedures and practices of the Medical Examiner’s Office. Excellent working knowledge of medical terminology, anatomy, physiology, and kinesiology, and the ability of analyze and interpret observations, statements, and medical records relative to reported deaths.

Knowledge and the ability to apply criminal investigations practices and techniques to resolve matters. Knowledge of Microsoft Office Suite, and the ability to capably navigate the office’s Laboratory Information Management System. Knowledge of the functioning of various camera types, including D-SLR cameras, and photographic procedures. Excellent analytical skills relative to the forensic investigation process; ability to elicit and evaluate information given by those involved. Possession of excellent writing skills; ability to clearly articulate, through written narratives, the circumstances surrounding the death of the subject. Ability to work in a morgue environment with exposure to unpleasant sights, smells, blood and other body fluids. Ability to handle work of a detailed and confidential nature. The ability to conduct thorough death investigations.

Ability to train, motivate and supervise the work activity of subordinate personnel. Must be proficient in problem-solving of personnel matters. Ability to act professionally under highly emotional situations. Training in Mass Disaster Incident (MDI) planning and response, Incident Command System (ICS-100 and ICS-200), National Incident Management System (IS-0700), or ISO 17020 is desirable. Ability to work on call twenty-four (24) hours per day, seven (7) days per week, including weekends and holidays. This position requires moderate to extensive travel to work assignments throughout Cook County for which the employee must provide his own adequate means of transportation.

**Physical Requirements**

**Light Work**

Light Work involves exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently, or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects. Even though the weight lifted may be only a negligible amount, a job/occupation is rated Light Work when it requires: (1) walking or standing to a significant degree; (2) sitting most of the time while pushing or pulling arm or leg controls; or (3) working at a production rate pace while constantly pushing or pulling materials even though the weight of the materials is negligible.

**The duties listed are not set forth for purposes of limiting the assignment of work.  They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee’s normal line of work.**

**VETERAN’S PREFERENCE**

**When applying for employment with Cook County Government, preference is given in the application process to honorably discharged Veterans who have served in the Armed Forces of the United States for more than 180 consecutive days, or during War Time.   To take advantage of this preference a Veteran must:**

* **MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION.**
* **IDENTIFY THEMSELVES AS A VETERAN ON THEIR EMPLOYMENT APPLICATION BY ANSWERING YES TO THE QUESTION “Are you a military veteran?”**
* **ATTACH A COPY OF THEIR DD 214, DD 215 or NGB 22 (NOTICE OF SEPARATION) AT TIME OF APPLICATION FILING.  IF YOU HAVE MULTIPLE DD 214S, 215S, OR NGB 22S, PLEASE SUBMIT THE ONE WITH THE LATEST DATE. COAST GUARD MUST SUBMIT A CERTIFIED COPY OF THE MILITARY SEPARATION FROM EITHER THE DEPARTMENT OF TRANSPORTATION (BEFORE 911) OR THE DEPARTMENT OF HOMELAND SECURITY (AFTER 911).**

**VETERAN MUST PROVIDE ORIGINAL APPLICABLE DISCHARGE PAPERS AT TIME OF INTERVIEW.**

**Benefits Package**

* Medical, Dental, and Vision Coverage
* Basic Term Life Insurance
* Pension Plan and Deferred Compensation Program
* Employee Assistance Program
* Paid Holidays, Vacation, and Sick Time
* You May Qualify for the Public Service Loan Forgiveness Program (PSLF)

For further information on our excellent benefits package, please click on the following link:

<http://www.cookcountyrisk.com/>

**\*Must be legally authorized to work in the United States without sponsorship.**

**\*This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.**

**COOK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

**NOTE: As an internal candidate, should you be offered the position, salary allocations shall abide by the Cook County Personnel Rules.**