

# Medicolegal Death Investigator/ Technologist Supervisor

Open Competitive / Countywide Promotional  
Deadline to Apply: Tuesday, June 11, 2019



## WHY WORK FOR WASHOE COUNTY?

Annual Salary:  
\$71,780 - \$93,267

NV PERS Retirement - Washoe County pays 100% of the PERS contribution for each permanent employee.

Medical, Dental, Vision and Life Insurance – Washoe County contributes 100% of premiums for employees and 50% for dependents. New employees will be automatically enrolled in the High Deductible Health Plan with a Health Savings Account. Employees become eligible for health benefits after 90 days of employment.

[Benefits Link - Click Here](#)

Vacation Accrual

Sick Leave

11 Paid Holidays

Longevity Pay

There are no Social Security deductions (although a 1.45% deduction for Medicare is required)

Washoe County Human Resources  
1001 E Ninth Street, RM 220  
Reno, NV 89512  
(775) 328-2081 (phone)  
(775) 328-6119 (fax)  
[www.washoecounty.us/humanresources](http://www.washoecounty.us/humanresources)  
Weekdays, 8:00 a.m. – 5:00 p.m.

Questions: Julie Pahlke  
[jpahlke@washoecounty.us](mailto:jpahlke@washoecounty.us)  
(775) 328-2089 (phone)



## POSITION INFORMATION

Under direction and supervision of the Chief Medical Examiner, organizes and supervises the daily operations of the Washoe County Regional Medical Examiner's Office Autopsy and Investigation Unit; plans, develops and implements procedures for investigative and autopsy activities; assists forensic pathologists in performing autopsies; performs medicolegal death investigations; and performs related work as required.

This is an Open Competitive / Countywide Promotional recruitment being conducted to fill current full time vacancies in the Washoe County Medical Examiner/Coroner Autopsy and Investigation Unit Department.

For more information on this position, please see the Job Specification at <https://www.washoecounty.us/humanresources/Careers/jobspecs.php>

## MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university in criminal justice, biology or related sciences or a closely related field, plus three (3) years of experience in medicolegal death investigations or assisting with autopsies, including supervisory responsibility; OR five (5) years of experience assisting with autopsies or as a deputy medical investigator or coroner including at least two (2) years of supervisory or managerial experience; OR any equivalent combination of training that provides the required knowledge and abilities.

## LICENSE OR CERTIFICATE

- A valid driver's license is required at the time of appointment.
- Diplomat Status from the American Board of Medicolegal Death Investigators at time of application.
- Certified as a Fellow with the American Board of Medicolegal Death Investigators by the end of probation.

## IDEAL CANDIDATE

In addition to being highly skilled and qualified to conduct and manage medicolegal death investigations, and oversee processes for and assist with postmortem autopsy examinations, the ideal candidate will:

- Possess excellent communications and interpersonal skills.
- Exercise sound judgment in being able to continuously prioritize, track, and manage workload fairly and consistently within a fluid and active work environment.
- Demonstrate the ability to represent the department to varied agencies, clients and personnel in a professional and credible manner.
- Be highly experienced in understanding and managing personnel and administrative office functions.
- Coordinate effectively with other supervisors to manage time and resources with minimal direction and supervision.
- Use sound logic to generate, analyze and evaluate effective and innovative solutions.

## SUPERVISION EXERCISED

- Exercises direct supervision over full-time and part-time investigative and autopsy staff.
  - Exercise emotional control, especially under stressful situations.
- Washoe County does not discriminate on the basis of race, color, sex, sexual orientation, gender identity and expression, age, disability or national origin in the activities and/or services which it provides. EOE.*



## CONDITIONS OF EMPLOYMENT

Background checks will be conducted on selected applicants through the State of Nevada and the Federal Bureau of Investigation (FBI).

Per the Washoe County Background and Reference Checks Policy, new and rehired employees are required to submit to a fingerprint based background investigation. The \$36.75 fee associated with this background investigation will be paid by the employee (if applicable) and be deducted automatically from the first paycheck. Employment is contingent upon the results of the background check, although a record of conviction will not necessarily bar an applicant from employment.

## HOW TO APPLY

1. Visit our Job Listing page <https://jobs.washoecounty.us>
2. After verifying you meet the minimum qualifications, select the job you want and click "Apply Online" on the right side of the screen.
3. If you have not applied with us before, click "Create an Account." Be sure to write down your User ID and Password and keep them for your records to use for all future applications.
4. Once you have applied, your application will remain in our system and you can simply click "Log On" and use your same User ID and Password to apply for other positions. You will be able to make any necessary updates to your application as long as the recruitment is open (recruitment documents are not available after the recruitment closes).
5. Fill out the application, submit and read "What Happens Next" below to find out more about your exam and next step.

## ADDITIONAL APPLICATION REQUIREMENT

This recruitment uses a **Training and Experience Exam (T&E)**

- The T&E can be found starting on page three of this announcement.
- The T&E will be scored and ranked based on information provided in the answers to each of the questions.
- Failure to attach the T&E to your application at the time of submission, or failure to provide the required responses to the questions may result in disqualification from the selection process.
- The T&E will evaluate your knowledge, skills and abilities in the following areas:
  - ✓ Death Investigations and Autopsies
  - ✓ Principles and Practices of Supervision
  - ✓ Interpersonal Skills
  - ✓ Analytical Skills

You can find additional information on the Training and Experience Exam at the following link:  
<https://www.washoecounty.us/humanresources/Careers/recruitmentandselectionprocess.php>

## WHAT HAPPENS NEXT

1. After your application is screened, you will be notified via the email you provided as to whether or not you have met the minimum requirements for the position.
2. Those applicants who do not meet the qualifications have five (5) working days to file an appeal, and request a review of their qualifications.
3. Once the recruitment has closed, a panel of subject matter experts will score your T&E Exam.
4. When the grading is completed, you will receive an additional email notifying you of your score and rank. This rank will be used to determine which candidates will be interviewed by departments trying to fill a vacancy.
5. Hiring departments schedule interviews from a list of top scoring candidates. If your name is not sent to the hiring department, it will remain on the list for future opportunities as they become available.

If you have any questions regarding the Online Application Process you can find additional information at the following link:  
<https://www.washoecounty.us/humanresources/faq/online/appprocess.php>

## VETERAN POINT

Eligible veterans who were honorably discharged from the U.S. Armed Forces shall receive one (1) bonus point upon passing **Open Competitive examinations only**. In order to be given a bonus point, applicants must attach proof of Honorable Discharge (DD-214 with Classification of Discharge) to the Online Application at time of submission.

# TRAINING AND EXPERIENCE EXAM

## Medicolegal Death Investigator/ Technologist Supervisor

**MUST BE SUBMITTED WITH APPLICATION BY Wednesday, June 05, 2019**

Please provide accurate, complete, detailed and specific information relating to your experience. This exam will be scored and ranked based on information provided in the answers to each of the questions.

**“Tab” to go to next field in the form. Or “Shift”+“Tab” to go back one field in the form.**

**LAST NAME:** \_\_\_\_\_

**FIRST NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

1. Describe your experience managing and supervising other personnel, including time frame and number of supervisees.

2. Describe your hands-on experience performing medicolegal death scene investigations AND assisting with autopsies.

3. Describe your experience in assisting with autopsy cases that may involve: long postmortem interval, children, unexplained infant deaths, and suspicious or challenging circumstances of death. Provide a brief description of such cases and how you assisted with the performance of the autopsy.

4. Describe an example of when you exercised emotional control in an emotionally charged or stressful situation.

5. Describe your experience in managing specimen inventory, obtaining consultations, organizing educational trainings, and other logistical matters.

6. Provide an example of how you have dealt with each of the following situations:

- Multiple simultaneous death scenes and heavy autopsy load, mandating triaging and “flexing” of case scheduling.
- Creating and adjusting schedules with multiple employees on medical leave, vacations, sickness.
- Coached an underperforming employee.

**To attach to application once complete:**

- Go to <https://jobs.washoecounty.us>
- Click on “Apply Online” for the position for which you previously submitted your application
- Log into application using your previously created user ID and password
- Once your application is accessed, you can make any corrections or changes to the application.
- Once you have made all changes, click the last tab for attachments. Attach your Training and Experience Exam, resume, and etc.
- Click on the “Submit” button