



The Cuyahoga County Personnel Review Commission Announces the Following Civil Service Examination:

Classification:	Medical Examiner Investigator 1
Appointing Authority:	Medical Examiner's Office
Exam Dates and Times:	July 27, 2024, at 12:00 AM EST – August 2, 2024, at 11:59 PM EST
Exam Location:	Online Those without the needed technology may take the test at: Cuyahoga County Personnel Review Commission 9830 Lorain Avenue Cleveland, OH 44102 (Free parking is available on the corner of West 98 th and Lorain Ave.)

This exam is only open to candidates who applied during the original posting period and have been notified via email that they meet the minimum requirements for the classification. If you have not received an email notification, you cannot sit for the exam. If you received an email that you meet the minimum requirements but have not received your exam notification, please check your spam folder.

IMPORTANT! PLEASE READ ALL OF THE INFORMATION BELOW:

- The PRC computer lab is open Monday through Friday from 9:00 AM to 12:00 PM ET, and from 1:00 PM to 4:00 PM ET. The lab is closed from 12:00 PM to 1:00 PM, and it closes for the day at 4:00 PM **with no exceptions**. You may come to the PRC at any time during this period and take your test on demand.
- The computer lab is closed on county holidays. Please refer to the holiday calendar [here](#) for holiday adjustments to the computer lab schedule.
- You **MUST** bring valid photo identification with you to the exam. If we are unable to confirm your identity, you will not be allowed to take the exam.
- If you cannot take the test during the testing window, you must follow the request for rescheduling instructions in your notification email.
- If you requested a reconsideration of your application and the request is still pending at the time the exam is scheduled, you shall be allowed to take the exam pending the resolution of the request. You will be notified via email of the details.
- If you wish to request military service credit and have not already submitted proof of your service, you **MUST** bring a copy of your DD-214 form or evidence of completion of initial entry-level training (for those in a reserve component). Please bring a clear, legible **PHOTOCOPY**. Do not bring the original copy.
- If you wish to request testing accommodation for an ADA-related disability, you must follow the instructions provided in your notification email.
- Once the exam is scored and the eligibility list is posted to the Personnel Review Commission's web site, you will be notified via email.

#1660 - Medical Examiner Investigator 1 - External Job Board

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Medical Examiner Investigator 1(Job Id 1660)

Location: US:OH:Cleveland

Category: Medical Examiner's Office

Employment Type: Executive

Post Date: 06/25/2024

Close Date: 07/09/2024

Salary: 54,662.40-56,000.00 USD

Description

Department:Medical Examiner's

Anticipated Work Schedule:Shift work (24/7 Operation) and Holidays

Reports To:Chief, Investigations

Full Time or Part Time:Full Time

Regular or Temporary:Regular

Bargaining Unit:NA

Classified or Unclassified:Classified

FLSA: Non-Exempt

Summary

This is an entry level classification within the Investigator series. Positions in this classification receive general supervision and incumbents are expected to exercise discretion in following protocol, procedures, laws, and regulations in the performance of duties. This position is considered essential and shifts may be scheduled 24/7 and during all holidays and County closures.

Essential Job Functions

Performs investigations as to the circumstances of death in compliance with local, state, and federal laws and regulations and department protocol; attends death scenes; interviews individuals and witnesses on the scene to determine circumstances, medical, mental health, and social history of decedent; collects identifying information of witnesses for further contact as necessary; performs preliminary visual examination of body and death scene to look for obvious signs of trauma; performs physical examination of the body by checking for any marks or trauma, livor, rigor, degree of decomposition, insect, and animal activity; collects and secures physical and pathological evidence such as clothing, weapons, drugs, bodily fluids, and/or other specimens; establishes chain of custody for evidence collected; photographs the body and the scene of death to ensure appropriate documentation; documents all findings and enters information into the case management system; prepares field report on the scene; reports deaths to Lifebank for organ/tissue donation. Receives calls regarding deaths for County MEO/Coroner's office from medical personnel, police, fire/EMS, or other individuals regarding death reports; obtains information regarding circumstances of decedent's death; enters information into case management system; determines if case is within County Medical Examiner's jurisdiction; dispatches ambulance/livery crews as appropriate. Determines the identity of the decedent; utilizes scientific identification methods when the identity of the decedent is tentative or unidentified; researches and locates the family of the

decedent; notifies family after identify of decedent has been confirmed; performs viewings with family members to identify unknown decedents; answers questions from family regarding history and circumstances of decedent's death; aids families in the process of indigent burial by ensuring completion of necessary documentation. Receives and releases decedents into the Medical Examiner's Office; ensures correct identification case numbers for decedents are in the case management system; photographs decedents with accompanying case number identification; takes photographs and records external identification characteristics of deceased persons (e.g. height, weight, etc.); removes, catalogs, and secures decedents' clothing, property, and medications according to established procedures; collects and documents specimens from police departments; ensures receipt of proper authorizations for decedent to be released; records release of body documentation into case management system. Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and trainings; stays abreast of new trends and information in the field; maintains equipment; washes vehicles; re-stocks supplies; starts generators; runs the mobile freezer and command center.

Minimum Requirements

Bachelor's degree in biology, physiology, anatomy, criminal justice, mortuary science or pathology; or an equivalent combination of education, training, and experience. Valid driver's license and proof of automobile insurance.

Additional Requirements

American Board of Medicolegal Death Investigation (ABMDI) certification is required within 18 months of date of hire. Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Application Process

This is a competitive, classified position. The Personnel Review Commission (PRC) will check your application to make sure you meet the minimum qualifications. If you do, the PRC will invite you to take a civil service examination. The exam is specific to this position. Everyone who passes the exam goes on an eligibility list. To fill this opening, the PRC sends the hiring department and Human Resources (HR) a certified eligibility list with the top 25% candidates (or at least the ten highest scoring candidates, whichever is greater). HR helps the hiring department decide who from the certified list to follow up with for interviews and then a job offer. Most of our communication with candidates is through email. Regularly check the email address you gave us in your job profile. Watch your Spam folder, just in case. If we offer you a job, you must pass a drug screen and background check before the offer becomes final. Prior criminal convictions do not automatically disqualify you from employment; the County looks at criminal convictions on a case-by-case basis using the guidelines in Chapter 306 of the County Code.

EQUAL OPPORTUNITY EMPLOYER

Cuyahoga County is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation and offers opportunities for all employees to develop to their full potential. A diverse workforce helps the County realize its full potential. The County benefits from the creativity and innovation that results when people with different experiences, perspectives, and cultural backgrounds work together.

The County is committed to providing equal employment opportunities for all individuals regardless of race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, or political affiliation. If you need assistance applying or participating in any part of the candidate experience, contact Human Resources at 216-443-7190 and ask to speak with a talent acquisition team member.

