

JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES
County Office Building - 175 Arsenal Street
Watertown, NY 13601
www.jeffersoncountyny.gov

Valerie M. Nugent
Director of Human Resources

***A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION**
PLEASE COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME.

OPEN COMPETITIVE EXAMINATION
FOR
NO. 89095-010 MEDICAL INVESTIGATOR

VACANCIES: At present, four vacancies exist with Jefferson County Public Health

SALARY: \$26.92 - \$ 33.71/hour (2024 Rate)

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF JEFFERSON COUNTY FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.

LAST FILING DATE: March 14, 2025

EXAMINATION DATE: May 3, 2025

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are required, indicate this on your application form.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test:

A. Graduation from a regionally accredited college or university with a master's degree in police forensics, mortuary science, criminal justice or a health related field;

ALL CANDIDATES MUST SUBMIT A COPY OF THEIR COLLEGE TRANSCRIPT AT TIME OF APPLICATION.

B. Graduation from a regionally accredited college or university with a bachelor's degree in police forensics, mortuary science, criminal justice, or a health-related field and one year of experience in mortuary science caring for the deceased and providing support for the grieving, or investigative work in such areas as criminal, medical, clinical laboratory, or insurance investigation in death cases including evidence gathering and/or analysis; or

C. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and possession of a Registered Physician's Assistant certificate issued by the State of New York and one year of experience as a Physician's Assistant; or

D. Graduation from a regionally accredited or New York State registered college or university with a an associate's degree in police forensics, mortuary science, criminal justice, or a health related field and three years of experience in mortuary science caring for the deceased and providing support for the grieving, or investigative work in such areas as criminal, medical, clinical laboratory, or insurance investigation in death cases including evidence gathering and/or analysis; or

E. An equivalent combination of training and experience as defined by the limits of A), B), C), and D) above.

SPECIAL REQUIREMENT:

1. Appointees will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate their ability to meet the transportation needs of the job.
2. Appointees will also be required to obtain a national certification with the American Board of Medical Death Investigators (ABMDI).

NOTE: CANDIDATES WHO WILL OBTAIN THE MINIMUM EDUCATION REQUIREMENTS WITHIN 12 MONTHS OF THE DATE OF THE WRITTEN EXAMINATION SHALL BE PERMITTED TO SIT FOR THE EXAMINATION.

NOTE: Finger printing may be required for this position. Any fee will be paid by the applicant.

EXAMPLES OF WORK: (illustrative only)

Conducts investigations or homicides, suicides, sudden, unexpected natural, or accidental deaths;
Interviews witnesses and other involved parties to obtain information useful to the Office of the Medical Examiner;
Prepares full descriptions of the site and of pertinent facts relating to the death;
Determines and photographs appropriate content of the scene;
Takes fingerprints of deceased persons, as required;
Examines the body, takes official possession, and authorizes transportation to the appropriate receiving facility, as necessary;
Gathers samples of relevant materials at the scene of death to be used for toxicological examination;
Carries out additional investigations and interviews as directed;
Recommends release of bodies or the need for autopsies on the basis of preliminary investigations of deaths;
Prepares detailed reports regarding body condition and scene description;
Assists the Medical Examiner during autopsies; assists other investigators as needed;
Prepares and maintains case records for investigators;
Testifies in court and administrative proceedings;
Acts as an administrative assistant within the Medical Examiner's Office;
May act as professional liaison between the Medical Examiner's Office and other agencies and organizations;
Provides information to family members and other authorized individuals as appropriate;
Prepares a variety of records and reports.

SCOPE OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.

Evaluating information and evidence

These questions test the candidates' abilities to evaluate and draw conclusions from information and evidence. Each question consists of a set of facts and a conclusion based on the facts. The candidate must decide if a conclusion is warranted by the facts.

Investigative techniques

These questions test for knowledge of the fundamental concepts in the area of field investigation. The questions will cover such areas as: obtaining the cooperation of individuals involved in an investigation, preparing for the investigation and/or interview, investigative principles, interviewing principles and practices, behavior and attitudes of the investigator and others, gathering of data and evidence, and presenting the results of an investigation.

Many of the questions are situational in nature and attempt to measure the candidate's ability to apply basic investigative techniques. The questions are generic rather than dealing with investigations in a particular field.

Test guide:

A Guide for the Written Test for **Investigators** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

NOTE: Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. You may not bring books, reference materials, devices, or calculators which provide assistance beyond simple numerical computation.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: With the exception of written tests announced by New York City, if you have applied to take a written test announced by New York State or any local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must indicate all pertinent examination (exam number, title, and location/jurisdiction) information on a separate piece of paper and submit it with your application.

CANDIDATES WILL BE NOTIFIED OF THE PLACE OF THE EXAMINATION.

*A **NON-REFUNDABLE** fee of \$15 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH.** File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form**. This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

Issued: 2-12-25