



FOND DU LAC COUNTY
invites applications for the position of:

Chief Medical Examiner

SALARY: \$260,000.00 Annually

OPENING DATE: 01/17/18

CLOSING DATE: Continuous

DESCRIPTION:

****Accepting applications until position is filled.****

Base wage is \$260,000 annually (plus \$200 per out-of-County autopsy conducted).

Responsible for directing the overall operation of the Fond du Lac County Medical Examiner's Office which carries out medicolegal death investigations for the County, and provides autopsy services for up to 15 other counties in the north, central and eastern portions of the state. Approximately 1200 deaths are reported annually to the Medical Examiner's Office, with approximately 450-500 autopsies performed annually. Professional oversight of the office and performance of postmortem examinations are carried out by two Board certified forensic pathologists, with an investigative and support staff of nine.

Applicants may also apply by submitting a cover letter and curriculum vitae to:

Michael Marx
Human Resources Director
Fond du Lac County
160 S Macy St
Fond du Lac, WI 54935
Email: michael.marx@fdlco.wi.gov
Phone: 920-929-3134

EXAMPLES OF DUTIES:

The following duties are normal for this position. These are not to be considered as exclusive or all-inclusive. Other duties may be required and assigned.

- To be responsible for directing the overall operation of the Medical Examiner's Office.
- To be responsible for administering and executing a program of medicolegal death investigations which includes investigating causes of deaths that involve injury, are sudden, unexpected, and unexplained, or causes of death that may, in any way, endanger public health and safety.
- To be responsible for directing and reviewing investigations of all known or suspected homicides, suicides, accidents, sudden infant deaths, drug-related deaths, and medically unattended deaths and determine the manner and circumstance of death and to properly and accurately certify the cause of death in unnatural cases.

- To be responsible for maintaining complete records on all cases and to provide expert testimony on criminal cases for the law enforcement agencies and the courts.
- To develop and enforce procedures for the pronouncement of death and transplantation of organs from bodies of persons who have died within the County.
- To be responsible for coordinating and directing other functions of the Medical Examiner's Office which include research in forensic pathology; education and training of staff and training law enforcement personnel in techniques of homicide investigations.
- To provide direct or indirect services to District Attorneys, the Courts, funeral homes, families of decedents, organ procurement organizations, local and state police investigators, fire departments, and other outside agencies as needed.
- To be responsible for the preparation and/or review of reports as directed by the County Executive or County Board Committees.
- To do related work as required.

TYPICAL QUALIFICATIONS:**Required Knowledge, Skills, and Abilities:**

- Thorough knowledge of pathologic anatomy and toxicology and the ability to apply such knowledge in the performance of medicolegal examinations
- Working knowledge of administrative planning and the ability to plan, coordinate, organize and supervise the work of a staff of subordinates
- Conduct investigations and prepare reports, recommendations and decisions on facts developed therein
- Ability to coordinate the smooth operation and maintenance of autopsy facilities
- Ability to communicate effectively, both orally and in writing
- Ability to form cooperative relationships with police personnel and other investigative agencies
- Ability to establish and maintain effective working relationships with other professionals, employees, government officials and the general public

Training and Experience:

- Graduation from an accredited medical school and board certification in forensic pathology by the American Board of Pathology.
- Minimum of 3-5 years of experience in a responsible position involving practice in the field of forensic Pathology.
- Prior management experience is preferred.
- Any combination of education and experience that shall be substantially equivalent to the above education and experience.

SUPPLEMENTAL INFORMATION:**Special Requirements:**

Must possess licensure to practice medicine in the State of Wisconsin and certification by the American Board of Pathology in the field of Anatomic Pathology and Forensic Pathology at the time of appointment, and must maintain such licensure and certification as a condition of employment.

Must possess a WI Driver's License or have the ability to obtain one.

Work Direction Received:

Works under the direction of the County Executive with wide latitude for the exercise of independent judgment.

Supervision Exercised:

Plans, organizes, directs and reviews the work of professional, technical and clerical personnel.

160 S Macy St
Fond du Lac, WI 54935
920-929-3154
920-929-3312

jobs@fdlco.wi.gov

Chief Medical Examiner Supplemental Questionnaire

- * 1. Are you currently board certified by the American Board of Pathology in the field of Anatomic Pathology and Forensic Pathology?
 - Yes
 - No
- * 2. Are you currently licensed to practice medicine in the State of Wisconsin, or have the ability to obtain licensure in the State of Wisconsin?
 - Yes
 - No
- * Required Question