# VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

| Title | Investigator Trainee  
[Classified Non-Competitive] |
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<tbody>
<tr>
<td>Salary</td>
<td>P95 $45,731.91 - $47,810.88</td>
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<thead>
<tr>
<th>Posting Number</th>
<th>Position Number</th>
<th>Number of Positions</th>
<th>Posting Period *</th>
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<tbody>
<tr>
<td>19-20</td>
<td>950389 and 957654</td>
<td>2</td>
<td>From: 01/13/2020 To: 01/27/2020</td>
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| Location: | Northern Regional Medical Examiner Office  
325 Norfolk Street, Newark |
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<tr>
<td>Scope of Eligibility/Open to:</td>
<td>Applicants who Meet the Requirements</td>
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## GENERAL DESCRIPTION

Learn and become familiar with death investigation procedures and become proficient in evaluating case types and jurisdiction responses. This will include but not be limited to: case reporting; case related operations with outside agencies; dispatch/investigator responsibility; computer case entry into Case Management System (CMS); conduct a Medicolegal Death Investigation (MDI) and gather the essential information/facts related to the determination of cause and manner of death; types of cases that are accepted and released. The trainee will also learn basic forensic photography related to investigative field work. Learn about property collection and disposition; responsibility and authority with regards to evidence; prescription drugs versus illicit drugs and their proper documentation and disposition. Learn medical terminology/procedures related to death investigations which includes reading and deciphering pertinent information in medical records; how to obtain records and biological specimens from outside agencies; complete medical/social back ground needed to determine cause and manner and how to establish identification of the deceased. Learn and become proficient with the interviewing process and interaction with persons from varied backgrounds. Learn to understand and convey information provided to law enforcement, medical personnel, other outside agencies and families while demonstrating empathy and compassion. Learn and become proficient with writing techniques/procedures and produce a concise report on all cases related to the Medicolegal death investigations. Learn to prioritize and handle multi-tasking; communicate effectively with co-workers, law enforcement, medical personnel, other outside agencies, lay persons and families. Learn and become proficient with the assessment of time of death, along with post mortem changes of the human body. Learn and become proficient with scene safety, biological chemical hazards related to Forensic Investigations (i.e. traumatic vs non-traumatic inquires; types of body fluids; structural fires, hoarding conditions, insect infestation); proper usage of personal protective equipment (PPE); issues related to public health; preparing the human body for transportation from outside agencies and the field. Learn proper vehicle operations and appropriate use of emergency lights and sirens as well as other other equipment with regards to the forensic investigation with an emphasis on safety. Appointees who complete the twelve (12) month training period successfully will be eligible for advancement to the journeyman level title.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**EDUCATION:** Graduation from an accredited college or university with a Bachelor’s degree.

**LICENSE:** Appointee will be required to possess a driver’s license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

## IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:
  
  PSTSME@doh.nj.gov

- Mail the required documents to:
  
  Jill Velez, Administrative Analyst 3  
  Office of the State Medical Examiner  
  Reference Posting #19-20  
  New Jersey Department of Health  
  PO Box 360  
  Trenton, NJ 08625-0360

**Required documents:**

- cover letter
- resume
- completed application, found at:  
  http://www.nj.gov/health/forms/dpf-663.pdf

* Responses received after the closing date MAY be considered if the position is not filled.
➢ Newly hired employees must agree to a thorough background check that will include fingerprinting.

➢ If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.

➢ If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate’s expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.

➢ In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

➢ In accordance with N.J.S.A. 52:14-7, the “New Jersey First Act”, all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.

➢ The New Jersey Department of Health is an Equal Opportunity Employer.