



New Jersey Office of the Chief State Medical Examiner VACANCY ANNOUNCEMENT



Posting: OCSME-05-2023	Issue Date: May 23, 2023	Closing Date: June 4, 2023
Title: Investigator Trainee	Workweek: 40	Salary: I95 \$49,809.84 – \$52,080.21 Title Code: 56798
Number of Positions: 2	Location: Northern Regional Medical Examiner Office (NRMEO) 325 Norfolk Street Newark, New Jersey 07103	

GENERAL DESCRIPTION

The Northern Regional Medical Examiner Office is seeking qualified candidates to 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, property collection and disposition. This trainee will also earn and become proficient with writing techniques/procedures to produce a concise report on all cases related to the Medicolegal death investigations.

REQUIREMENTS (EDUCATION/EXPERIENCE/LICENSES)

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree in Forensic Science, Criminal Justice, or Nursing; or graduation from an accredited college or university with a Bachelor's degree in Physical or Natural Science with twelve (12) semester hour credits in physical or biological science, six (6) semester hour credits in human anatomy, and twelve (12) semester hour credits in chemistry.

NOTE: Possession of a valid registry basic certification issued by the American Board of Medicolegal Death Investigators (ABMDI) may be substituted for the Bachelor's degree.

LICENSE: Appointees 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.

ADVANCEMENT: Applicants who successfully complete the twelve (12) month training period will be eligible for advancement to the title of Investigator 1, Office of the Chief State Medical Examiner, in accordance with New Jersey Civil Service Commission procedures. The inability of an employee in this trainee title to attain a level of performance warranting advancement to the Investigator 1, Office of the Chief State Medical Examiner title listed above shall be considered as cause for separation.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the following required documents by 5:00 p.m. on May 30, 2023:

- **Cover Letter/Letter of Interest**
- **Resume**
- **College Transcripts/Copy of College Degree**
- **Employment Application (you can download the application form at: <https://ocsme.nj.gov/jobs/dpf-663.pdf>)**

Email address: pstsme@doh.nj.gov

(Subject line must include the specific job posting number)

Submissions must be received timely to the email address listed above to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted based on the resume.

- **The Office of the Chief State Medical Examiner is an Equal Opportunity Employer.**
- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
- *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.*
- **Applicants must submit proof of Bachelor's degree completion to be considered. Therefore, one of the following items must be submitted together with a resume: (1) a copy of your college degree or (2) a copy of your final unofficial transcripts, which indicates the date your degree was conferred, and the type of degree awarded. Failure to submit one of these two items, as aforementioned, will result in disqualification from consideration.**
- **FOREIGN DEGREES:** *Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*
- **RESIDENCY:** *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.*
- **VETERAN'S PREFERENCE:** *Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.*
- **SAME APPLICANTS:** *If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.*