



MEDICAL INVESTIGATOR (OC)
NYS #60017300 RC/EL #25083010

Examination to be held **May 3, 2025**; Last filing date **April 10, 2025**

A \$15 non-refundable application filing fee is required. Please refer to Supplement A for further information regarding the application/examination process. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

1. If applying online, completed applications and electronic payment must be submitted by 11:59 PM EST on the last filing date.
2. If applying by mail, completed applications must be postmarked no later than the last filing date accompanied by a check or money order made payable to the Rockland County Commissioner of Finance.

POSITION EXISTS IN: Rockland County Department of Health.

RESIDENCE REQUIREMENTS: Candidates must be legal residents of the States of New York, New Jersey or Connecticut at the time of application submission for the examination.

SALARY: The starting salary is \$39.34 per hour for a 40-hour workweek with the County of Rockland. Salary will be prorated for less than full-time positions.

WHAT THE JOB IS LIKE: This is technical, paraprofessional work involving on the scene investigation of deaths, including follow-up field inquiries, autopsies and laboratory analyses, to assist the Medical Examiner in determining causes of unnatural and unattended deaths. The work is performed under the direction of the Medical Examiner and/or a higher-level medical investigator. Does related work as required.

When completing the application, your description of experience must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

MINIMUM QUALIFICATIONS: At the time of application submission, you must have:

1. A Bachelor's degree or higher in Forensic Science, Police Science, Criminal Justice, Mortuary Science, or comparable curriculum and one (1) year of non-clerical experience conducting post-mortem investigations and/or examinations* with a Medical Examiner's/Coroner's Office; or
2. An Associate's degree in Forensic Science, Police Science, Criminal Justice, Mortuary Science, or comparable curriculum and three (3) years of non-clerical experience conducting post-mortem investigations and/or examinations* with a Medical Examiner's/Coroner's Office.

*Investigative/examination experience shall include collection and/or evaluation of facts, evidence, allegations or other information related to a death and/or scene thereof, or assisting during autopsy examination, which includes, but is not limited to, placing a decedent's body on table, assisting pathologist with organ removal and incisions, written and/or photographic documentation and post-examination cleanup. (Examples of titles for which the required investigations/examinations would have been gained include Medicolegal/Medical/Forensic Death Investigators, Coroner, Autopsy/Mortuary Technicians, or Autopsy Assistant).

SPECIAL REQUIREMENT: Possession of a valid motor vehicle license or accessibility to transportation to meet field work requirements in a timely and efficient manner.

Education Requirements/Transcripts:

If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel at rcexams@co.rockland.ny.us; student transcripts are not acceptable. Educational requirements must be met within twelve (12) months from the date of the examination. **Candidates will be required to provide proof of qualifying education within 12 months of exam date in order to be eligible for appointment from a certified list.** You will be restricted from a resulting eligible list until such time as transcripts have been received and reviewed for a determination to confirm whether minimum qualifications have been met. Failure to comply with the deadlines set herein may result in the disapproval of your application and/or disqualification from a resulting list of eligible candidates. Your college degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. Candidates are responsible for any required evaluation fees. Information concerning evaluation of foreign education and training, is available here: <https://www.rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>.

ALL OUTSTANDING APPLICATION DOCUMENTATION: Must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

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MEDICAL INVESTIGATOR (OC) #60017300 (CONTINUED)

SUBJECT OF WRITTEN EXAMINATION:

1. **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.
2. **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.
3. **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.
4. **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.

USE OF CALCULATORS IS ALLOWED FOR THIS EXAMINATION

TEST GUIDE: A Guide to the Written Test for **Investigators** is available at the New York State Department of Civil Service website: <https://www.cs.ny.gov/testing/testguides.cfm> or the Rockland County Department of Personnel website: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>. If you do not have access to the internet, you may contact the Rockland County Department of Personnel to request a copy at (845) 364-3737 or RCEXAMS@co.rockland.ny.us.

Civil Service is an Equal Opportunity/Affirmative Action Employer

Date Issued: 03/13/2025