



*State of Connecticut*  
**EXAM ANNOUNCEMENT**

**EXAMINATION OPEN TO THE PUBLIC**  
**SPECIAL INVESTIGATOR (MEDICAL EXAMINER)**

<b>ANNUAL SALARY: \$61,530</b>	<b>SALARY GROUP: AR 21</b>	<b>APPLICATION CLOSING DATE: MARCH 30, 2016</b>	<b>EXAM NO: 1602900CMC</b>
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[SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW](#)

**PURPOSE OF CLASS:** In a state agency or quasi-public entity this class is accountable for independently performing a full range of tasks in conducting investigations related to alleged violations of state laws and regulations or sudden and unexplained deaths.

**MINIMUM QUALIFICATIONS REQUIRED**

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **MARCH 30, 2016**.

**GENERAL EXPERIENCE:** Five years of investigatory experience in a medicolegal investigative agency, police or military setting involving sudden and/or unexplained deaths.

**SUBSTITUTION ALLOWED:** 1) College training in forensic science may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. 2) A Master's degree in a closely related field may be substituted for one additional year of the General Experience.

**SPECIAL REQUIREMENTS:** 1) Incumbents in this class may be required to be a Notary Public. 2) Incumbents in this class may be required to travel. 3) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

**WORKING CONDITIONS:** Incumbents in this class may be exposed to disagreeable conditions and occasionally lift bodies.

**CHARACTER REQUIREMENT:** In addition to the checking of references and facts stated in the application a thorough background investigation may be made before persons are certified for appointment.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of investigatory methods and techniques; knowledge of relevant state laws and regulations; knowledge of relevant professional terminology; interpersonal skills; oral and written communication skills; interviewing skills; ability to utilize computer software. Knowledge of medical terminology.

<b>THE EXAMINATION WILL BE COMPOSED OF:</b>	<b>PART</b>	<b>WEIGHT</b>
	<b>EXPERIENCE AND TRAINING</b>	<b>100%</b>

**APPLICATION/EXAMINATION PROCEDURE**

- APPLICANTS MUST SUBMIT:**
- (1) **Completed Application Form (CT-HR-12)**
  - (2) **Supplemental Examination Materials (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. **Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision.** Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

**EXAMINATION INSTRUCTIONS: Section 1.** For each job (maximum of three) which you feel has best prepared you for the job of Special Investigator (Medical Examiner) include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Special Investigator (Medical Examiner) cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Clearly explain your knowledge of medical terminology and how you use this knowledge on the job. **(2)** Describe your investigatory experience involving sudden and/or unexplained deaths. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes: (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by MARCH 30, 2016. (5)** Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, CT 06106-1658 **(Secure Fax #860-622-2875).** **If faxing materials, keep a copy of your completed application form, exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7) Examination scores will be mailed by MAY 23, 2016. (8) A separate application/examination package must be submitted for each exam you are applying for.**

**FORMS:** Application forms ([CT-HR-12](#)) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.