

MEDICAL EXAMINER INVESTIGATOR

JOB PURPOSE AND SUMMARY

The Medical Examiner Investigator is responsible for the objective investigation of the circumstance of unnatural and/or unattended deaths. The work involves observing, evaluating, and documenting death scenes.

The work of the Medical Examiner Investigator includes but is not limited to the use of digital photography, scene description (written summary and diagram); interview of witnesses and others persons; transportation of human remains to the Medical Examiner's Office; and notifying next of kin. Medical Examiner Investigators may be the first official to contact the family of the deceased individual and as such, are required to be sensitive and exhibit an understanding of the initial grieving process. The Medical Examiner Investigator compiles the investigative information regarding the death and prepares an investigative report for review and approval of the Medical Examiner.

CLASSIFICATION DISTINCTIONS

This is a single level classification within the Medical Examiner's Office. The work supports the efforts of the Medical Examiner by assisting the Medical Examiner in death investigations and preparing investigative reports. The work is distinguished from the Autopsy Assistant by the additional core duties of field investigation and report writing. The Medical Examiner Investigator, on an as needed basis rather than as a routine component of the work, provides assistance with autopsies.

KEY OR TYPICAL TASKS OR RESPONSIBILITIES (including but not limited to the following):

- Travels to the scene of homicides, suicides, accidental, questionable and/or unattended deaths to perform initial on-scene examination of remains; takes digital images; records scene observations (written summary and diagram); interviews witnesses.
- Interacts with individuals from the medical community to obtain confidential medical history and records of the decedent.
- Interacts with law enforcement officials in the appropriate exchange of investigative information related to death investigations.
- Removes human remains from death scenes, hospitals, and other care facilities and transports remains to the Medical Examiner's Office.

- Identifies and locates next of kin or legal representative of the deceased to make death notifications; removes personal items from body, catalogues and secures personal items for later release to family or appropriate representative of deceased.
- Performs thorough investigations and prepares clear, concise, and comprehensive investigative reports that document the circumstances and historical information relative to the death; follows up on unanswered questions.
- Answers telephones within the Medical Examiner's Office responding to questions from the public, medical professionals, law enforcement and families.
- Follows up on information needed for finalization of investigative reports.
- Impartially facilitates disposition of remains through consultation with families, funeral homes and others.
- Assist in autopsies on an as needed basis.

QUALIFICATIONS

Experience and Training:

An Associate's Degree is required with work experience performing criminal and/or civil investigations or forensic medical examination processes. A Bachelor's Degree is preferred with work experience performing criminal and/or civil investigations or forensic medical examination processes. Any equivalent combination of education or experience in medical, criminal justice, or related fields that would demonstrate the ability to perform the requirements of the position will be considered.

Requires a valid driver's license (from state of residence) and evidence of a safe driving record.

Must possess or attain American Board of Medicolegal Death Investigator (ABMDI) Registry Certification generally within 24 months of date of appointment to position.

Knowledge of: interviewing, investigative, and grief counseling methods and techniques; methods, practices, equipment and procedures involved in handling deceased persons; data collection, report writing principles; basic pathology and forensic pathology procedures related to a Medical Examiner's Office; procedures necessary to prepare a body for autopsy and some knowledge and experience in autopsy assisting; pertinent federal, state and local laws, codes, and regulations.

Ability to: successfully pass a comprehensive background check, communicate clearly and effectively both orally and in writing; prepare clear, concise but thorough, grammatically correct written reports; provide effective counseling in situations involving relatives and friends of deceased persons; gather, verify, compile and evaluate information and other data; evaluate and

preserve evidence that would assist the Medical Examiner to determine manner and cause of death; provide effective and credible courtroom testimony; deal with death and human remains in various stages of decomposition, disease and trauma; maintain the confidentiality and integrity of information; establish and maintain effective working relationships with those contacted in the course of work; proficiently use word processing/keyboarding with moderate to advanced computer skills, proficiently use computer software applications including Microsoft Word, Outlook, Internet Explorer, and various search engines; operate other related office equipment.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work of the Medical Examiner Investigator is performed both within an office and in the field and requires the incumbent to handle human remains on a regular basis. The work is physically demanding requiring lifting to move bodies of various weight and size on a regular basis including those of the extremely obese, transporting bodies, bending, reaching, stooping, climbing, crawling and crouching while observing and cataloguing information at the death scene. Medical Examiner Investigators are required to be available on a 24-hour rotating and scheduled-basis, call responsive within 15 minutes and arrive at death scene without delay. The work requires the extrication of bodies from potentially complicated death scenes, under adverse conditions, and exposure to inclement weather conditions. The Medical Examiner Investigator must be able to drive safely at night and inclement weather conditions. The work involves regular exposure to chemicals and the potential for exposure to infectious diseases. Medical Examiner Investigators are expected to read and interpret information, and draw logical conclusions. Manual dexterity is required both for the operation of office equipment and the transportation of bodies.

Office use: 01/29/01
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