

# LIVINGSTON COUNTY JOB DESCRIPTION

## MEDICAL EXAMINER INVESTIGATOR

**Supervised By:** Chief Medical Examiner

**Supervises:**

**Department:** Medical Examiner

**FLSA Status:** Exempt

### **Position Summary:**

The Medical Examiner Investigator performs forensic investigations through the utilization of accepted procedures, documents death scenes, and to assist in the collection of evidence in support of the Medical Examiner's office. Performs field interviews at death scenes and conducts research both in the office and in the field. Transport bodies when necessary to morgue. Medical Examiner investigators should have a combination of education and skills encompassing areas of medicine and law.

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Receives reported notices of death through various means including but not limited to central dispatch, electronic activation, EMS, and local law enforcement.
2. Interviews for information surrounding the terminal event including physical descriptions of decedents and their personal habits.
3. Develops a plan for obtaining additional information and appropriate actions to be taken.
4. Reviews cases with the Medical Examiner.
5. Organizes a case record for the deceased in cases where it is to be processed by the Medical Examiner's Office, including medical and family history, reports of circumstances and evidence surrounding the death. Continues to follow up on cases until a final disposition is reached; prepares a summary report.
6. Prepares divisional forms, as required by the situation; contacts the police when required by the circumstances of the death, contacts the funeral home where the body is to be

released giving the case number, pronounced time of death and name and phone number of doctors who sign the death certificate.

7. Researches next of kin, family or friends to identify the decedent; develops physical description of the decedent by viewing the body; researches missing persons reports comparing physical descriptions.
8. Assists with processing work either in the field or at the office, assembling material evidence such as drugs, medicines, poisons, X-rays of the ballistic location in the decedent, fingerprints, weapons, etc.
9. Remains on call for dispatch to death scenes to perform necessary tasks.
10. Operates and utilizes various office equipment and machines including telephone, computer, printer, copier, fax machine, vehicles, etc.
11. Assists in the performance of autopsies, completing forensic procedures including fingerprinting, maintaining records, releasing human bodies and their personal effects, enforcing infection control procedures, etc.
12. Responsible for responding to death scenes.
13. Manages scene while working collaboratively with other agencies.
14. Inspects and examines the decedent to include photographs.
15. Manages the scene and interviews to do a complete investigation.
16. Review data and report for all sections of the report so that it is accurate before completion of the report.
17. Perform all other duties as assigned.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Associate's degree with one year of experience.
- Valid Michigan driver's license.

- ABMDI Certification.
- Managerial principles.
- Business administration principles.
- Advanced paramedic principles and practices.
- Knowledge of medical examiner investigation.
- Knowledge of medical examiner protocols.
- Ability to communicate effectively orally and in writing.
- A Medical Examiner Investigator must be knowledgeable in the laws regarding investigations of death.
- Must be aware of procedures and policies.
- Must be able to conduct a complete investigation on his or her own.
- Must be skillful in writing a report and the use of Microsoft Office.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view, and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.