



MEDICOLEGAL DEATH INVESTIGATOR, LEAD

Department: Medical Examiner's Office
Job Class #: 902900
Pay Range: Professional 06

FLSA: Non-Exempt
Represented: Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is technical work in the Office of the Pierce County Medical Examiner. An employee in this classification is responsible for assigning and monitoring the work of other employees and investigating deaths as mandated by RCW 68.08.

SERIES CONCEPT: This classification is distinguished from the Medicolegal Death Investigator classification by exercising greater degree of independent action and judgment required and the requirement to perform "lead" functions. Incumbents are expected to refer difficult matters to superiors.

ESSENTIAL FUNCTIONS

- Assign work to a specific work unit and ensure tasks are completed correctly and timely.
- Approve leave requests and work schedules.
- Provide input on performance evaluations.
- Train investigators.
- Manage and track continuing education for investigators.
- Performs duties of the Medicolegal Death Investigators in their absence and as required.
- Respond to calls relating to deaths.
- Examine death scene and confer with appropriate parties, including next-of-kin, law enforcement officers and medical personnel to ascertain circumstances, medical history, and probable cause of death. Take photographs of death scene.
- Transports human remains and evidence.
- Routinely and safely lift and carry heavy objects, including the moving of dead bodies
- Write complete and comprehensive statement of investigation and other reports to support establishment of cause and manner of death.
- Testify in court, as required.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS

- Performs other job functions as assigned.

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SUPERVISION RECEIVED AND EXERCISED: Employees in this classification are required to use considerable independent judgment. In field situations, the Medicolegal Death Investigator, Lead must be able to perform the job duties independent of direct supervision. This position does not supervise other employees. However, incumbents are responsible to lead and assign work to other employees. Work is reviewed in progress and upon completion by an administrative superior

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Medicolegal Death Investigator, Lead works inside and outside in a variety of working conditions, in inclement weather, and is required to safely drive a motor vehicle. Work is performed in the field at death scenes, in a laboratory/morgue setting or in the office. Travel to various work sites is required on a daily basis as a routine part of the job. Incumbents are required to use considerable independent judgment and work under a stressful working environment. Medicolegal Death Investigator, Lead is exposed to disease, illness and bio-hazardous materials on a regular basis while in the field. There is exposure to and utilization of hazardous chemicals in the routine performance of their job duties on a daily basis. Prolonged periods of attention to detailed information are required. Work requires flexible schedules, overtime, and work on holidays, evenings, weekends, various shifts and availability on-call.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. This position has a variety of physical requirements of varying degrees based on numerous differing work circumstances. A Medicolegal Death Investigator, Lead may be the only person responding to the scene, which will require the employees to lift and transfer human remains to gurney and vehicle. Incumbents may need to work in tight quarters when examining a scene; climb rocks and other uneven terrain to access a scene; and drive long distances to various scenes for investigation. Required physical activities include walking, standing, sitting, digital dexterity, talking, hearing, seeing, balancing, climbing, crawling, kneeling, and bending, stooping, twisting, crouching, reaching, lifting, carrying, dragging, and pushing/pulling, and computer keyboarding/typing. A Medicolegal Death Investigator, Lead must be able to safely carry and lift heavy objects including dead bodies; safely drive a vehicle and operate other required equipment in a safe and lawful manner for the protection/safety of the public, self and of other employees.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- State and local laws regarding deaths and human remains.
- Methods, techniques, equipment and practices of handling deceased individuals.
- Techniques used in interviewing, investigating, and report writing.
- Forensic photography.
- Approved methods and procedures for evidence collection and processing.
- Standard safety procedures.
- Standard office practices and chain of custody procedures.
- Staff scheduling
- Administrative Guidelines, County and Department policies, procedures and agreements.

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Skill in:

- Training staff
- Objective observation.
- Effective communication – verbal and written.

Ability to:

- Plan, assign and coordinate work of co-workers.
- Make a preliminary finding as to probable cause of death.
- Provide training programs.
- Work as a team leader.
- Make independent judgments and to initiate appropriate action while operating under broad supervisory guidelines.
- Prepare clear and comprehensive written reports.
- Deal tactfully and courteously with the public.
- Operate and utilize various department maintained electronic databases and electronic equipment or other specialty equipment.
- Testify accurately and with professional demeanor in Court.
- Maintain confidentiality and discretion on sensitive and confidential matters.
- Bend, stoop, reach, and push/pull human remains during removal or investigation.
- Lift variable body weights, climb up and down stairs, and walk over various terrain.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY:

Two or more years of college in a medical/legal discipline or related field; and three or more years of experience in death investigation is required Registry Certification by the American Board of Medicolegal Death Investigation (ABMDI) is required. Must maintain certification while employed in the classification. A four-year degree in a natural sciences discipline or a death investigation or health sciences-related field (e.g., nursing, forensic science, or criminal justice) and Board Certification by the American Board of Medicolegal Death Investigation (ABMDI) is highly desirable. Additional experience/education which clearly indicates the ability to perform the work may substitute for the recruitment requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: An employee in this position is subject to 24-hour availability and must be willing to work non-standard hours as required. Satisfactory physical condition, as evidenced by a County-approved physical examination, may be required as a condition of employment. Ability to successfully complete Pierce County background investigation prior to starting employment. Possession of, or the ability to obtain, a valid Washington State Driver's License.