

GOGEBIC COUNTY – MICHIGAN

MEDICAL EXAMINER INVESTIGATOR – PART TIME

GENERAL SUMMARY

Primary functions of the job are to investigate the medically relevant circumstances surrounding deaths reported to the Office of the Medical Examiner in Gogebic County and prepare written reports documenting the investigative findings. This position will report to the Medical Examiner. This position is part-time as per a monthly on-call schedule with no benefits. This position will require travel by the employee in the employee's own vehicle with paid mileage. Payment for on-call work is based upon the County Stipend schedule.

Examples of Duties

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Under the general supervision of the Chief Medical Examiner investigates and reports the conditions surrounding unexpected, unattended, and traumatic violent deaths and performs a variety of routine and complex work for the Medical Examiner.
- Respond to scenes of reported deaths and perform a skilled investigation.
- Determine whether a death is within the Medical Examiner's jurisdiction and requires an investigation, based on Michigan Law.
- Maintain availability by pager or telephone during on-call hours. Be able to communicate via two-way radio with county dispatch services.
- Prepare human remains for transport from a scene.
- Communicate effectively with emergency personnel and law enforcement investigators in order to obtain accurate and comprehensive information regarding the circumstances surrounding a death.
- Communicate effectively and compassionately with the decedent's loved ones and other witnesses.
- Obtain medical history from physicians, medical records, emergency personnel, relatives, witnesses, police and other involved persons.
- Communicate effectively with Funeral Directors and funeral home personnel.
- Speak and write in a professional manner; maintain a professional appearance.
- Submit clear, accurate and objective reports, in a computerized web-based records management system, in a prescribed format in a timely manner for all death investigations.
- Insure that the next-of-kin is notified of the death.
- Maintain and upgrade professional knowledge and skills by attending continuing education seminars, training programs and appropriate courses.
- Obtain ABMDI certification within three to five years of service, if applicant does not already meet ABMDI application requirements at time of hire.
- Perform other duties as assigned by the Medical Examiner.
- Perform and document post-mortem examinations, obtain post-mortem blood and urine samples, order post-mortem radiographs and obtain post-mortem digital photographs under the direction of the Medical Examiner.
- Maintain the electronic death investigation record by entering all available information regarding scene and case investigation, uploading documents such as autopsy reports, postmortem examination, digital photographs and all other documents pertaining to each death case in the Medical Examiner database.
- Communicate with appropriate law enforcement agency to make notification of the next of kin when an autopsy is to be ordered.
- Make arrangements with the contracted provider of forensic autopsy, the contracted transport company and Gift of Life (when appropriate) when an autopsy is to be ordered.
- Assist with investigation and coordination of unclaimed bodies cases.
- Maintain and upgrade professional knowledge, skills and development by attending continuing education seminars,

training programs and meetings scheduled by the Office of the Medical Examiner.

- Comply with policies and procedures established by the Office of the Medical Examiner. Maintains communication with the Medical Examiner as needed.
- Other duties as assigned and appropriate for given position.

Education

- Associates degree in criminal justice, nursing, or closely related field from a two-year university, college or technical school preferred.

Experience

- Experience as a licensed or certified nurse or medical care provider, or criminal justice experience; or any equivalent combination of education and experience which provides the knowledge, skills, and abilities necessary to perform the work.
- Must be at least 21 years of age.
- Valid State Drivers License without record of suspension or revocation in any state; safe driving record and insurable.
- Must successfully pass background screening and have no felony convictions.

Special Requirement

- Must be able to respond to scenes within 60 mins or less.