



CLASSIFICATION NO. 518

Revised: 3/91, 12/13

Revised and Retitled: 7/19

FLSA: Exempt

EEO: 3

MEDICOLEGAL DEATH INVESTIGATOR

CLASS CHARACTERISTICS

Under direction, to investigate deaths occurring under violent, questionable or unexplained circumstances; to prepare detailed reports relating to deceased persons; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Medical Examiner's Office within the Department of Disaster Management investigates and certifies the cause and manner of deaths occurring under violent, questionable or unexplained circumstances requiring investigation as prescribed in ORS Chapter 146. The activities of this office are conducted in cooperation with the District Attorney's Office, County law enforcement agencies and private organizations, and are subject to the review and direction of the State Medical Examiner's Office.

The Medicolegal Death Investigator is a journey-level classification and not part of a series. The Medicolegal Death Investigator is responsible for investigating deaths as prescribed by Oregon statutes, to include homicides, suicides, accidents, natural deaths and any death in which there are questionable or unexplained circumstances; conducting investigations to determine the manner and cause of deaths, and whether they resulted from overt or natural causes; and responding to media, notifying next of kin and coordinating with health care professionals, paramedics, fire fighters and law enforcement personnel.

The Medicolegal Death Investigator differs from the Medicolegal Death Investigator, Chief which is responsible for the supervision of staff and administration of programs and policies with the Medical Examiner's Office, including the supervision, review, and/or performance of death investigations.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Conducts investigations of deaths; takes custody of the body, the personal effects of the deceased, and any weapons, instruments, vehicles, buildings or premises which are believed to be involved in the death; preserves evidence relating to the cause and manner of death.
2. Interviews witnesses and relatives of the deceased; takes photographs of death scene and examines body for signs of injury or suspicious death; orders removal of body upon completion of investigation; recommends further criminal or pathological investigations if indicated.

3. Prepares detailed reports on all circumstances relating to deaths, including investigation reports, and inventories for review by the Medicolegal Death Investigator, Chief; testifies in criminal and civil proceedings relating to the investigation activities and findings.
4. Provides general information to the public in-person and on the telephone; responds to inquiries from funeral homes, hospitals or other agencies regarding the Medical Examiner's Office functions, jurisdiction, and procedures.
5. At the direction of the Medicolegal Death Investigator, Chief, conducts presentations for the public and private sector partners related to Medical Examiner functions and/or public service issues; participates in training seminars for police, fire, and EMS personnel related to the Medical Examiner's Office.
6. Conducts follow-up investigations with Emergency Medical Services (EMS) personnel, hospital staff, and physicians for medical history and records needed to determine cause of death and manner of death; contacts physicians and dentists to obtain records to determine identity of the decedent.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Effective methods of medical and criminal investigation; state statutes regulating death investigations; medical and anatomical terminology; basic rules of legal evidence; recordkeeping and reporting techniques.

Skill to: Determine and obtain evidence required in order to enforce the medical investigation law; obtain information from lay and expert witnesses concerning matters of an intimate nature and serious consequence; prioritize multiple, critical tasks occurring simultaneously; effectively use independent judgment in conditions of competing priorities; communicate effectively, both orally and in writing; establish and maintain effective working relationships with medical, law enforcement, and County personnel and the public; prepare clear and concise reports.

WORKING CONDITIONS

Duties in the field require occasional to frequent sitting, standing, stepping, walking, squatting, kneeling, bending, twisting, balancing, reaching forward and overhead, climbing and fine motor control. The ability to lift and carry 50 pounds, push 50 pounds and pull 75 pounds. Duties also involve exposure to confined spaces, slippery and/or uneven surfaces, dust, chemicals, adverse weather conditions, environmental, biological, and/or health hazards, and unpleasant elements at death scenes.

Must be willing to work scheduled 24-hour work/standby shifts. Requires on-call availability beyond assigned shifts.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass an extensive background investigation including national fingerprint records check.

Must pass a pre-employment drug test.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

POST-EMPLOYMENT REQUIREMENTS

Within one (1) year of hire, must possess and maintain national registration as a medicolegal death investigator from the American Board of Medicolegal Death Investigators (ABMDI).

Within one (1) year of hire, successful completion of Oregon Certified Medicolegal Death Investigator Training Program.

Edited: 6/25