



CLASSIFICATION NO. 511
Established: 10/25
FLSA: Exempt
EEO: 3

MEDICOLEGAL DEATH INVESTIGATOR SUPERVISOR

CLASS CHARACTERISTICS

Under direction, to supervise Medicolegal Death Investigator staff and day-to-day investigation operations; to maintain complete case files on all medical examiner cases; 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 Office 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 Supervisor is responsible for Medicolegal Death Investigator staff and day-to-day operations including review of all death investigation reports and maintaining 24-hour staffing. The Medicolegal Death Investigator Supervisor reports to and supports the Medicolegal Death Investigator, Chief in program activities and will act on their behalf during absences. The incumbent also investigates deaths as prescribed by Oregon statutes, to include homicides, suicides, accidents, natural deaths and any death in which there are questionable or unexplained circumstances.

The Medicolegal Death Investigator Supervisor differs from the Medicolegal Death Investigator which conducts investigations of deaths and prepares detailed reports relating to deceased persons. It also differs from the Medicolegal Death Investigator, Chief which plans, organizes and manages the activities and staff of the County's Medical Examiner's Office.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Supervises, guides and directs Medicolegal Death Investigator (MDI) staff; reviews work performance; analyzes and discusses case investigations; reviews all death investigation reports for accuracy; assists in training of MDI staff in day-to-day operations and protocols; conducts or facilitates MDI staff training and development; prepares, conducts and delivers performance evaluations; recommends progressive discipline; participates in the recruitment and selection process; makes hiring recommendations for MDI staff to Medicolegal Death Investigator, Chief; provides orientation to new MDI staff promotes cooperative team effort

among staff and quality service to the public, other County departments, and community partners.

2. Creates monthly schedule ensuring 24-hour staffing; authorizes leave requests for MDI staff; adjusts schedule as needed to ensure coverage; authorizes overtime as necessary; provides on call response to death investigations; acts on behalf of Medicolegal Death Investigator, Chief in their absence.
3. Conducts investigations of deaths; makes death notifications to families of the deceased; interviews witnesses and family; documents the death scene; examines decedent for signs of injury or suspicious death; takes custody of decedent and decedent's personal effects including any weapons, instruments, vehicles, buildings or premises; preserves evidence relating to the cause and manner of death; recommends further criminal or pathological investigations if indicated; receives direction and facilitates necessary pathological examinations as indicated.
4. 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 findings.
5. Participates in program development and implementation; oversees, monitors and evaluates program effectiveness in meeting established objectives; recommends improvements and changes; develops and recommends operational policies and procedures, and implements upon approval from management; ensures compliance with Federal and State statutes, rules and regulations.
6. At the direction of the Medicolegal Death Investigator, Chief, conducts public relations and outreach activities; designs, develops and maintains community partnerships aimed at improved office efficiency; participates in regional and state organizations, commissions, task forces and committees to promote and coordinate increased efficiency and coordination; monitors effectiveness of public/private partnership relations; conducts in-service training for police, fire, and EMS personnel and presentations for private sector partners; responds to questions and requests for information from the media and the public.
7. Assists in compiling and analyzing data concerning deaths, and maintains complete case files on all death investigations; designs, implements and maintains data collection systems for timely receipt of medical and social history in cooperation with County multi-disciplinary teams; compiles statistics on deaths and causes of deaths in the County used for required reporting and to improve the cooperation of partners to reduce specific manner and causes of death; as needed, initiates, prepares, amends, processes and enters data into the State's electronic death certificate system by reviewing and validating all data entered into the State's case management system including MDI reports and doctor's death certificate worksheets; monitors process of death certificates and notifies doctors of action as needed.
8. Participates in the development and monitoring of the budget for the Medical Examiner's Office; within budget authority, makes purchases of supplies and equipment; works with vendors.

REQUIRED KNOWLEDGE AND SKILLS

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

Working knowledge of: Principles and practices of training and basic supervision, and participative management theories; budgetary and fiscal monitoring techniques; public relations 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; compile and analyze statistics; prepare clear and concise reports; communicate effectively, both orally and in writing, especially in high stress and emotional situations; establish and maintain effective working relationships with medical, law enforcement, and County personnel, and the public.

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 and response 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.

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.

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

POST-EMPLOYMENT REQUIREMENTS

Within six (6) months of hire, must possess and maintain national registration as a medicolegal death investigator from the American Board of Medicolegal Death Investigators (ABMDI).