



## Grand Traverse County, MI Job Description

### MEDICAL EXAMINER INVESTIGATOR - ON CALL

#### 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 Grand Traverse and Leelanau counties and prepare written reports documenting the investigative findings. This position will report to the Medical Examiner and Chief Investigator.

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. Payment for on-call work is based upon a stipend schedule.

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

- Under the general supervision of the Chief Medical Examiner and Chief Investigator, 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 and Western Michigan University School of Medicine Forensic Pathology policies and procedures
- Maintain availability by pager or telephone during on-call hours
- 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 and/or Chief Medical Examiner Investigator
- 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 and Grand Traverse County. Maintains communication with the Medical Examiner Division staff as needed.
- Other duties as assigned and appropriate for given position.

**EDCATION, FORMAL TRAINING, AND EXPERIENCE** (minimum requirements)

- Minimum of three (3) years of experience in Law enforcement, as a first-responder (e.g. Firefighter, EMT), as a licensed or certified nurse or medical care provider, or have any equivalent combination of education and experience which provides the knowledge, skills, and abilities necessary to perform the work.
- Associate's degree in criminal justice, nursing or closely related field from a two-year university, college or technical school. Bachelor's degree preferred.
- Must be acquainted and familiar with the Michigan Medical Examiner laws and knowledgeable about which deaths are within the Medical Examiner's jurisdiction and require investigation.
- Preferably at least 24 years of age
- Must possess a valid State Driver's License without record of suspension or revocation in any state; safe driving record and insurable;
- Must possess a computer, have internet access, a cell phone and have reliable transportation to respond to scenes.

**CONDITIONS OF EMPLOYMENT** (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

- Incumbent will be required to serve in an "on-call" capacity and must be available to respond by telephone when on-call.
- Must successfully pass background screening and have no felony convictions.

**DISTINGUISHING CHARACTERISTICS**

Work involves the development of new guidelines and techniques, establishing criteria or developing new information where guidelines may not exist for all situations and considerable independent judgment, personal discretion, and resourcefulness are needed to interpret circumstances, and to make decisions in major areas where there may be uncertainty in approach, methodology, and interpretation. Errors at this level could lead to extraordinary costs, major litigation, destruction of property, loss of funding, or failure of the agency to accomplish its mission and may require the intervention of the County's senior executives and/or legal counsel to resolve or may not be resolvable.

**KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES** (minimum requirements)

- Ability to demonstrate a thorough knowledge of modern medical examiner principles, procedures, techniques and equipment.
- Familiarity of the geography of Grand Traverse and Leelanau Counties
- Acts as the guardian of the public and trust.
- Thorough knowledge of the principles and practices of public administration.
- Extensive knowledge of laws, codes, and regulations pertaining to public health.
- Interpersonal skills necessary to deal courteously and effectively with other employees and the public.

- Ability to speak effectively to individuals and groups.
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job.
- Ability to maintain confidentiality.
- Ability to use resources effectively and efficiently.
- Ability to operate a computer with knowledge and proficiency.

**PAY STRUCTURE:**

12 hour shift - \$115 stipend

1/2 day training/meeting - \$57.50 stipend

Full day training/meeting - \$115 stipend

**If called on a per case basis due to daily volume of calls exceeding on call capacity:**

On Scene Investigation - \$45 stipend

Off Scene Investigation (Cremation Permit Investigation) - \$30 stipend

Declined Jurisdiction - \$30 stipend



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