



FULTON COUNTY / JOB
VACANCY

PERSONNEL DEPARTMENT (404-730-6700)
141 Pryor Street, Suite 3030 Atlanta, GA 30303
(404) 613-0902

<http://www.fultoncountyga.gov>

Senior Medical Examiner Investigator

It is the policy of Fulton County that there will be equal opportunity for every citizen, employee and applicant, based upon merit without regard to race, color, religion, national origin, gender, age, disability or sexual orientation.

SALARY

\$50,939.00 - \$76,408.00 Annually

OPENING DATE: 04/03/17

CLOSING DATE: 04/08/17

THE POSITION

UNCLASSIFIED POSITION

VACANCY IS IN THE MEDICAL EXAMINER'S DEPARTMENT

Minimum Qualifications:

Associate's degree in Biology, Forensic Science, Criminal Justice or related field; supplemented by three years of experience in medical examiner investigation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must obtain and maintain certification from the American Board of Medico legal Death Investigators.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all county or departmental policies, practices, and procedures necessary to function effectively in the position.

Examination:

The examination will consist of an evaluation of education and experience, accomplished by analysis of the application. Application must document that the applicant possesses the

minimum knowledge, skills, education and experience as listed to be rated as qualified. If selected, an official, accredited college transcript is required, at time of employment, for all degrees/course work used to qualify for this position.

ALL APPLICATIONS MUST BE COMPLETED IN FULL BEFORE THEY ARE SUBMITTED. PLEASE REVIEW ALL APPLICATIONS FOR ACCURACY AND MAKE ALL CORRECTIONS BEFORE SUBMITTAL BECAUSE ERRORS CAN RESULT IN NOT MEETING THE MINIMUM QUALIFICATIONS. WE DO NOT ACCEPT ADDITIONAL INFORMATION AFTER APPLICATIONS ARE RECEIVED BY THE PERSONNEL DEPARTMENT.

Purpose of Classification:

The purpose of this classification is to supervise staff involved in investigating deaths and to perform specialized work in investigating deaths that occur in Fulton County. This class is distinguished from Medical Examiner Investigator in that incumbents in this classification provide supervision of staff and perform forensic evaluation of remains.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises and directs assigned staff: develops and oversees employee work schedules to ensure adequate coverage and control; compiles and reviews timesheets; assists with supervision of co-workers by reporting employee problems and providing input on disciplinary action and employee performance evaluations; directs work; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and assists with the revision of procedure manuals as appropriate.

Receives and reviews notification of death from law enforcement agencies, hospitals or other sources: takes information regarding incident location and other details; determines jurisdiction of death; maintains related documentation.

Investigates deaths: conducts investigations of deaths that result from criminal, suspicious, or undetermined causes; coordinates investigation activities with other law enforcement agencies; manages caseload of investigations.

Secures death scenes: examines body and scene for clues and evidence to determine cause of death; takes photographs; collects, evaluates, and preserves evidence, including biological samples; maintains control and chain-of-custody over physical evidence gathered; ensures proper handling, packing, and transport of evidence; coordinates transportation of body to morgue or funeral home.

Conducts interviews with witnesses, law enforcement, medical personnel, and family members: gathers information regarding personal histories, including medical and social histories; takes statements; and verifies truth/accuracy of statements.

Documents all investigative information: prepares detailed case reports and records; generates investigative summaries; subpoenas police reports and medical records as needed.

Locates and notifies next of kin: conducts research utilizing law enforcement records, hospital records, fingerprints, Social Security records, Internet, etc.; advises family of death; assists with funeral services, County burial, obtaining death certificates, or other details as needed.

Performs anthropologic examination and forensic evaluation of unidentified remains and documents data: initiates and monitors dignified interment for indigent decedents; initiates comparison of missing persons to unidentified remains; monitors missing persons information; participates in forensic evaluation of remains in coordination with local, state and federal agencies.

Represents department at special events and on committees: serves as department liaison to outside groups, such as Metro Medical Response Team, transportation groups, law enforcement groups and agencies, NamUs, and local and regional EMS groups; makes presentations to high school and college groups; participates in careers fairs, etc.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives and reviews various documentation, including investigative reports, medical records, police reports, time sheets, and time off requests; reviews, completes, processes, forwards or retains as appropriate; prepares or completes various forms, reports, correspondence, and other documentation, including investigative reports and summaries, anthropology exam reports, schedules, NCIC/NamUs documents, and consulate notifications; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates or uses various investigative equipment and supplies in order to complete work assignments: operates and maintains a motor vehicle; operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Communicates with supervisor, other employees, and law enforcement, medical personnel, media, the public and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Additional Functions:

Participates in court proceedings and testifies in court as needed.

Performs other related duties as required.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

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APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.fultoncountygga.gov>

OR

141 Pryor Street, Suite 3030
Atlanta, GA 30303

EXAM #1700362 - 3-30-17 - 340020
SENIOR MEDICAL EXAMINER INVESTIGATOR
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