



OFFICE OF THE CHIEF MEDICAL EXAMINER

Investigations

Job Description –Chief Investigator
Office of the Chief Medical Examiner

Chief Investigator

Reports to: Chief Administrative Officer

Definition: Under the direction of the Chief Administrative Officer, organizes, directs, and supervises the operation and clerical work related to the investigation of deaths; to perform related work as assigned.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned

- Provide training to staff investigators
- Responsible for assigning work, keeping records, ordering supplies and equipment, directing and assisting in difficult investigations
- Responsible for keeping up to date on new investigative techniques, policy and procedure and instruction staff investigators in these new technique
- Responsible for the supervision and smooth operation of the investigative unit including, but not limited to scheduling investigators and keeping current with the performance evaluation processes
- Oversee coordination all follow-up requests from Pathologists on cases yet to be completed
- Oversee the stat ("paper case") cases of incorrectly filed death certificates rejected by the Health Department. Follow up with the completion of tasks needed to complete the cause/manner of death based entirely on record investigation
- Conduct monthly meetings keeping both rural and in-house investigators up to date on changes in policy, techniques, and other instruction
- Maintain FLEET vehicle mileage logs in addition to coordinating routine maintenance for all agency vehicles, in compliance with Fleet requirements
- Respond to decedent family and funeral home complaints and concerns
- Meet regularly and oversee Investigative Supervisor in Tulsa office in an effort to ensure a sense of uniformity between the two offices and their investigative units
- Oversee coordination and correct scene photography with case files for pathologists to review prior to examination of bodies and/or report
- Perform related work as required and assigned

Investigations

Job Description –Chief Investigator-Page 2 Office of the Chief Medical Examiner

Knowledge and Skills: Knowledge of medical terminology, anatomy and physiology, pharmacology, pathology and emergency medical services.

Knowledge of modern death investigative techniques consistent with protocols, rules and regulations of the American Board of Medicolegal Death Investigations (ABMDI).

Must be registered through the ABMDI within six months of obtaining the position, if not already.

Must maintain the ability to conduct several investigations simultaneously. Must be able to oversee staff investigations to ensure completion of cases. Present clear and accurate reports, both written and oral, court testimony, and in establishing and maintaining effective work relations with others.

Ability to successfully complete any necessary training required by the agency.

Adequate typing skills.

Physical Requirements: Must be able to maintain focus and provide an adequate work product during long periods of sleep deprivation. Be able to physically lift, roll or move bodies as necessary to perform physical examinations on scenes which are often in tight, cramped, burned, or otherwise difficult locations to do so.

Work Experience: Two years experience as an Investigator with the Office of the Chief Medical Examiner. An investigator is a registered death investigator through the ABMDI and has additional responsibilities which go outside the normal scope of being an investigator with the agency. These duties include, but not limited to evidence organization/collection, unidentified persons case management, vehicle maintenance, continuing education for lower level investigators and completion of compiling long distance sign outs (LSDO) and autopsy cases brought in from rural areas of the state.

Experience in medical technology, emergency medical service or prior field agency employment in another medicolegal investigative office which is responsible for a similar work product to that of the Office of the Chief Medical Examiner in Oklahoma. If previous experience with another Coroner's or Medical Examiner's office is in existence, then knowledge of different laws/rules/protocols pertaining to our agency must be noted.

Education*

**At the option of the Chief Medical Examiner, years of experience in related fields may substitute for education or other stated qualifications.*

Investigations
Job Description –Chief Investigator-Page 3
Office of the Chief Medical Examiner

An Associate degree in law enforcement with practical experience in death investigation for a law enforcement agency for a period of more than 5 years. Or;

A Bachelors or Associates degree in a medically related field. Or;

Applicants with demonstrated medical proficiency will be given first preference.

Special Requirements:

- Employees must possess the ability and willingness to perform job-related travel
- Have and maintain physical and mental stamina to perform the work
- Willingness to accept the physical and mental discomforts inherent in the work
- Pass a rigid character and background investigation
- Be at least 21 years of age
- Possess a valid Oklahoma driver's license
- Within 12 months, successfully complete the training program as implemented by the Chief Medical Examiner

Applicants may be subject to successfully passing a job-related general physical abilities test and appropriate psychological and physical examinations prior to appointment.

Application procedures:

Resumes may be sent to the agency Chief Administrative Officer, Amy Elliott.

Email: Amy.Elliott@ocme.ok.gov

Fax: (405) 272-4045

Address: OCME, 901 N. Stonewall, Oklahoma City, Oklahoma 73117

Questions: Call CAO Assistant, Lori Shively (405) 239-7141, X144

Email: Lori.Shively@ocme.ok.gov