

## **Position Classification Description**

**Position Class Code/Title: L1011 / Deputy Medical Investigator**

**Recruitment Tier: Tier 1**

**FLSA: Non-Exempt**

**Grade: 10**

This is a description of a Staff Position Classification. It is not an announcement of a position opening. To view descriptions of current openings, please go to [UNMJobs](#) and Search Postings to view positions that are currently accepting applications.

*The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.*

### **Summary**

Investigates and/or coordinates the investigation of deaths reported to the Office of the Medical Investigator. Responds to death scenes, primarily in Bernalillo county, on behalf of the Chief Medical Investigator and conducts investigations to aid in the determination of the cause and manner of death. Coordinates field data collection, performs data entry and generates reports. Participates in the training of new field investigators. Interacts with families of deceased individuals. May be required to work on-call shifts.

### **Duties and Responsibilities**

1. Takes reports of death from OMI field investigators around the state and provides guidance and assistance with their cases.
2. Travels to and conducts on-scene investigations as required; takes photos, interviews families, law enforcement, and witnesses; fingerprints bodies, conducts preliminary body examination at the scene and processes evidence.
3. Gathers and enters data generated during investigations and prepares reports, including both verbal and written presentations.
4. Performs external examinations on decedents, including documentation of injuries, scars, marks, tattoos, and post mortem artifacts and collection of body fluids for toxicology testing.
5. Reviews field reports, cremation requests and medical records and follows up on any unanswered questions.
6. Meets with families of deceased to explain death and to assist with the initial grieving process.
7. Prepares and delivers lectures to new field deputy medical investigators and assists in training and education of professional groups.
8. Practices safety, environmental, and/or infection control methods.
9. May lead, guide, and train staff/student employees, interns, and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation.
10. Performs miscellaneous job-related duties as assigned.

### **Minimum Job Requirements**

- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis. High school diploma or GED; at least 3 years of experience directly related the to duties and responsibilities specified

### **Knowledge, Skills and Abilities Required**

- Knowledge of anatomy, physiology, and/or kinesiology.

- Skill in the use of personal computers and related software applications.
- Ability to investigate and analyze information and draw conclusions.
- Ability to maintain emotional stability to cope with human suffering, emergencies, and other stresses.
- Ability to communicate technical information to non-technical personnel.
- Ability to write reports containing technical information.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to maintain quality, safety, and/or infection control standards.
- Ability to provide technical guidance and training to end users.
- Knowledge of bereavement counseling techniques.
- Ability to understand, analyze and interpret medical/forensic information and terminology.
- Knowledge of death investigation procedures and standards and of legal/policy requirements for the processing of evidence.
- Skill in fingerprinting cadavers and identifying trauma wounds.
- Knowledge of cameras and photographic procedures.
- Ability to lift and manipulate heavy objects.
- Ability to provide legal depositions and testimony.
- Knowledge of related accreditation and certification requirements.
- Ability to multitask and function effectively in a fast paced environment.

### **Distinguishing Characteristics**

- Position requires: a) performance of standard on-scene death investigations, following established protocol and procedures for gathering evidence and reporting; b) review, verification, follow up and consolidation of investigation reports from Field Deputy Medical Investigators; c) preparation of standard verbal and written presentations, including legal depositions and testimony; d) technical training, guidance, and instruction of new Field Deputy Medical Investigators; e) direct communication and interaction with families of deceased persons under stressful circumstances; f) urgent travel to remote in-state locations as required to attend death investigations.

### **Conditions of Employment**

- Ability to secure and maintain a valid UNM Driver's License.
- May be required to submit to annual TB and rubella screening.
- Must achieve Registry level certification with the American Board of Medicolegal Death Investigations (ABMDI) within one year of employment.
- Must be certified as a Medicolegal death investigator by Certifying Board for Death Investigators, or eligible for certification. Must maintain certification.
- Must maintain certification status.
- Possession of a valid New Mexico driver's license is a requirement for this job.
- Pre-employment background investigation required.
- Successful candidate must submit to post-offer, pre-employment physical examination and medical history check.
- This position is represented by a labor union and is subject to the terms and conditions of the USUNM Collective Bargaining Agreement.
- UNM will provide Hepatitis vaccination, candidate may decline vaccination through declination form or may provide record of vaccination from previous employer.

### **Working Conditions and Physical Effort**

- Requires heavy physical activity. Must be able to physically lift, roll and move bodies as necessary in preparation for transportation.
- Will work in a death environment with occasional noxious odors.

- Will work with blood or blood-borne pathogens and will require OSHA training.
- Work environment involves exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment.
- Work involves considerable exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- Work may be performed on scenes that are often in tight, cramped, burned, or difficult locations.

**The University of New Mexico provides all training required by OSHA to ensure employee safety.**

**Revised Date:** 12/05/2016

Instructions for interest parties:

Below is the direct link to UNM Jobs in order to create an application:

<https://unmjobs.unm.edu/applicants/jsp/shared/frameset/Frameset.jsp?t>

Applicants will need to create an UNMJobs login and on-line application. Once the application is created, the applicant will be able to: search positions, apply for posted positions (including submission of resume and cover letter), and review status of positions applied to by applicant.

Posting will be open until 1/3/17