

## Job Description

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<b>Job Title:</b>	FORENSIC INVESTIGATOR	<b>Department:</b>	Medical Examiner
<b>Job ID:</b>	48101	<b>Exempt:</b>	No
<b>Location:</b>	Northwest	<b>Close Date:</b>	03/18/2018
<b>Full/Part Time:</b>	Full-Time	<b>Entry Rate:</b>	\$40,735.50 Yearly
<b>Regular/Temporary:</b>	Regular	<b>Maximum Rate:</b>	\$65,092.04 Yearly
<b>Recruitment Status:</b>	Open		

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### Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in Criminal Justice, Mortuary Science, Nursing, or closely related field. Two years of experience in criminal, legal, insurance, forensic, or similar investigative field are required. Additional experience may substitute for the required education on a year-for-year basis.

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**Description:** FORENSIC INVESTIGATOR

**Job Description:** NATURE OF WORK:

This is forensic investigative work in completing inquiries for the Medical Examiner Department. Employees in this class are responsible for seeking information by telephone and personal interview to aid in making determinations regarding cause and manner of reported deaths, or to determine if deaths come under the Medical Examiner Law. Emphasis of the work is on collecting and reporting information clearly and concisely, and obtaining pertinent facts from local and non-local sources, law enforcement agencies, family, physicians, hospitals, funeral homes and other parties. Duties require the use of tact and judgment in selecting sources of information and conducting investigations involving bereaved family members. General supervision is received from an administrative superior who reviews investigative reports and assists with difficult or unusual problems.

**ILLUSTRATIVE TASKS:**

Receives telephone calls from hospitals, doctors, police, attorneys, family members, and others providing information concerning medical examiner cases; prepares clear and concise reports for all medical examiner case files. Dispatches service to transport body to the department; creates case files, summarizes information, enters data into Medical Examiner Department tracking system. Assists in the release of deceased between next-of-kin, funeral home, and other facilities. Coordinates the presence of law enforcement agencies at autopsies and the release of evidence; coordinates release of information and documents between agencies. Follows up on cases, where brief initial reports by police have been made, to obtain additional information such as in natural or questionable deaths; obtains remote and recent medical history, details or trauma, facts leading to terminal events and related information; continues research until manner of death has been established to the satisfaction of the Medical Examiner or police. Obtains description of unknown remains by viewing cadaver, noting height, weight, scars, tattoos, outstanding features and other characteristics; sends fingerprints to various sources for comparison; searches missing person reports; requests witnesses to view photographs of the deceased to obtain positive identification, as necessary; completes examination of facts to assist in identifying skeletonized or decomposed remains from missing persons reports, dental charts and other information. Receives relatives of deceased; provides information on deaths and assists the grieved and distressed; counsels on funeral arrangements as necessary; provides releasable information to the press, attorneys and other parties, as requested. Prepares State death certificates for signature by a Medical Examiner. Performs related work as required.

**KNOWLEDGES, ABILITIES, AND SKILLS:**

Considerable knowledge of fact-finding techniques and investigative procedures applicable to forensic investigators. Considerable knowledge of Florida Statutes and local regulations pertaining to Medical Examiner Department operations. Considerable knowledge of medical terminology, physiology, and anatomy. Considerable knowledge of modern principles, practices, instruments, and methods used in collection and preservation of crime scene and postmortem evidence. Knowledge of the geography of Dade County and its various police jurisdictions. Ability to prepare clear, concise, accurate, and complete reports of forensic investigations. Ability to use tact and judgment in obtaining necessary case information from grieved and distressed persons. Ability to communicate clearly, concisely, verbally, and in writing. Ability to develop and maintain a cooperative relationship with law enforcement personnel, health care providers, and the public. Ability to develop and obtain information needed by pathologists. Ability to effectively interview citizens for legal fact-finding purposes.

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