



JOHNSON COUNTY
invites applications for the position of:

Medical Examiner Investigative Supervisor

SALARY: \$30.50 - \$35.88 Hourly
\$2,439.74 - \$2,870.27 Biweekly
\$63,433.24 - \$74,627.02 Annually

OPENING DATE: 06/26/18

CLOSING DATE: 07/09/18 11:59 PM

DEFINITION AND DUTIES:

Under general supervision, conducts death investigations in the field and in institutional settings, issues cremation permits, acts as a liaison between the Johnson County Medical Examiner Department, other agencies and families of decedents, and performs related tasks. Supervises and assists staff engaged in death investigations.

KNOWLEDGE OF & ABILITY TO:

Knowledge of:

- Medical terminology, anatomy and physiology, pharmacology, medical technology, forensic science, forensic pathology, and emergency medical services
- Law enforcement investigative techniques and the laws related to investigation, interviewing, and evidence collection and preservation
- Forensic death investigation for both routine natural deaths and atypical deaths
- Safe work practices, infection control, standard precautions and use of personal protective equipment
- Basic principles of supervision to include approaches to discipline and training techniques
- County roads, use of maps and safe motor vehicle operation
- Narrative report writing
- English language to include grammar, spelling, sentence structure, and vocabulary

Ability to:

- Be on call 24 hours a day
- Select, train, motivate, and supervise staff
- Represent Johnson County and perform duties in a professional, responsible and trustworthy manner
- Learn, interpret, apply, and articulate Iowa Office of the State Medical Examiner and Departmental policies and procedures, the Code of Iowa and the Iowa Administrative Code
- Collect data, keep records, prepare reports and forms
- Maintain confidentiality and security of information as appropriate
- Establish and maintain effective working relationships with co-workers, supervisors, health care professionals, the media, funeral directors, law enforcement officers, emergency medical service personnel, witnesses, organ procurement organization representatives, family members, and other public agencies and members of the public
- Provide customer service that is courteous and responsive

- Interact effectively with persons from widely divergent backgrounds, interests and points of view
- Be detail-oriented, quality driven and accurate while performing duties
- Handle low to high levels of stress, meet deadlines and solve problems appropriate to the position
- Have the stamina to handle the physical and mental demands inherent in the work, such as hazardous environments, unpleasant sights, sounds and odors; as well as distraught persons
- Work outdoors in different terrains and in all weather conditions
- Safely handle potential exposure to harmful blood and body fluids, infectious disease, harmful chemicals and drugs
- Follow oral and written instructions
- Handle multiple tasks and competing priorities
- Organize and present facts, ideas and opinions clearly and concisely, orally and in writing
- Use a computer for the purposes of word processing, data entry, spreadsheets, and presentations, email and the Internet
- Operate common equipment such as calculators, fax machines, photocopiers, printers, multi-line telephones, digital cameras, and wireless communication devices
- Have clarity of speech, hearing, and writing which permits effective communication
- Have sufficient vision which permits moderate production and review of materials both in electronic and hard copy forms, and which permits performance of duties at night
- Have sufficient manual dexterity to make legible handwritten notations and which permits moderate use of a keyboard and mouse
- Sit, squat, kneel, climb, crawl, jump, twist, reach, bend, stoop, and stand
- Push, pull, move, lift and/or carry up to 125 pounds
- Perform heavy manual labor for extended periods of time
- Have sufficient personal mobility to complete field work and attend meetings at various locations
- Work flexible schedule including nights, holidays and additional time as needed

MINIMUM EDUCATION, TRAINING AND EXPERIENCE & SPECIAL REQUIREMENTS:

Bachelor's degree in criminal justice, nursing or other closely related field AND three (3) years related experience OR any equivalent combination of education and experience which provides the knowledge and abilities necessary to perform the work. Certification as a Registered Medicolegal Death Investigator with the American Board of Medicolegal Death Investigators, Inc. Supervisory experience preferred.

Special requirements: Arrive at scene within one-half (1/2) hour of notification. Valid driver's license, safe driving record and insurable under county liability coverage. May also require use of private vehicle for official business. Completion of the Basic and Master's Medicolegal Death Investigation courses.

SPECIFIC DUTIES:

to be performed satisfactorily with or without reasonable accommodation

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Assist in the hiring, training, scheduling, motivating, evaluation and discipline of investigators.
- Supervise the daily work of investigators and insure investigations and supporting documents are comprehensive, complete, accurate and timely.
- Coordinate assigned work activities and assure staff coverage of investigations.

- Perform forensic death investigations to include such deaths as decomposed and skeletal remains, suicide, homicide, accidental, sudden unexplained infant deaths, fire, drowning, drug or poison related, motor vehicle, environmental exposure, and in custody deaths. Act as representative of the Department and consult with the medical examiner during the investigation.
- Organize and conduct monthly review and evaluation of investigations with Administrative Director.
- Manage department inventory of supplies and equipment required for death investigations. Restock supplies and equipment; maintain and fuel motor vehicles as required.
- Coordinate vehicle and equipment maintenance; clean and sanitize soiled and/or contaminated equipment, uniforms and motor vehicles.
- Handle bodies appropriately to ensure evidence preservation and conduct duties in a manner which shows respect for the deceased and their families. Observe standard precautions and utilize appropriate personal protective equipment. Collect blood, urine and vitreous specimens from the bodies of decedents.
- Measure, describe, photograph and record observations and witness statements at death scenes. Promptly respond to telephone inquiries as directed by policy.
- Perform routine duties associated with investigations and autopsies, particularly external examinations, identification procedures, investigative and clerical duties, as well as transmittal of results of autopsy and investigation to appropriate law enforcement agencies and other involved persons as directed by law.
- Serve as liaison with the medical examiner concerning autopsies, investigations, media relations and cremation permits.
- Follow-up on cases as guided by information developed through the autopsy, interview, investigation and/or laboratory findings.
- Obtain, review and retrieve documents and records which may include medical records, photographs, dental records, x-rays, and other items of evidentiary nature for identification and/or investigative purposes.
- Transport bodies in the designated vehicle or arrange for their transportation. Ensure proper identification, receipt, transfer, secure custody and adherence to infection control precautions.
- Assist in investigations outside of the County, including consultation with funeral directors, law enforcement officers, county attorneys, and other persons having legitimate interest in cases under the jurisdiction of the Johnson County Medical Examiner, and act as investigative liaison for the Department.
- Prepare cremation permits, open investigation if necessary and promptly transmit permit to requesting funeral directors.
- Assist in obtaining clinical specimens that were collected at hospitals and arrange shipment to locations as directed.
- Prepare and submit preliminary investigative reports and forms prior to the end of shift.
- Perform compassionate death notifications to next of kin and follow up with families as directed by policy.
- Assist in preparing and proctoring the Johnson County Adult and Child Death Review Teams.
- Assist in the preparation of the Johnson County Medical Examiner Department Annual Report.
- Present clear and accurate court testimony as needed.
- Notify Iowa Donor Network of deaths which meet their criteria for donor eligibility.
- Provide back-up for Medical Examiner Administrative Director.
- Attend work-related meetings and professional development activities as directed.
- Perform all work duties and activities in accordance with County policies, procedures, and safety practices.
- Attend work regularly.

Cover Letter and Resume Required.

Johnson County is an affirmative action equal opportunity employer. Women, minorities and elderly are encouraged to apply.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.johnson-county.com/jobs>

Position #2273
MEDICAL EXAMINER INVESTIGATIVE SUPERVISOR
DC

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