

Job Title Medical-Legal Investigator  
Closing Date/Time Continuous  
Salary \$23.94 - \$38.21 Hourly (NEGOTIABLE)  
Job Type Full Time  
Location Medical Examiner, 5301 SW 31st Ave., Fort Lauderdale, Florida  
Department Medical Examiners & Trauma Services

The Broward County Board of County Commissioners is seeking qualified candidates for the position of Medical-Legal Investigator in the Office of Medical Examiner and Trauma Services (OMETS).

This is technical, laboratory, and investigative work in the Office of Medical Examiner and Trauma Services. Work involves conducting interviews and research in office and field settings to determine the cause and manner of death. Responsibilities also include the use of crime laboratory technology including photography to assist in collection of evidence at the scene of the death. The incumbent will also exercise independent judgment in selecting salient information and evidence to collect for use in determining cause of death.

In addition, the incumbent will and must have the ability to:

- Perform complex death investigations and possess medical knowledge and terminology.
- Work on and investigate cases for the cremation approval program.
- Work on and investigate cases for the Indigent Cremation Programs.
- Handle sensitive and confidential information in a professional manner and maintain confidentiality.
- Possess knowledge of state and local regulatory requirements applicable to vital statistics recordation, public records laws and rules of evidence.
- Work on-call 24/7, weekends, nights, and holidays.
- Work during emergency conditions (weather incidents, mass casualty incidents, etc).
- Input data into a computer database and/or case management system, and complete electronic forms.
- Regularly use office equipment, including the use and operation of camera and other photographic equipment.
- Contact the police in reportable deaths in accordance with Medical Examiner's Office procedures and protocols.
- Develop physical description of cadavers by viewing the body. Research missing person reports and compare physical descriptions to assist in identifying persons.
- May assist with crime laboratory work in the field, assembling material evidence. Follow internal procedures to ensure proper handling of evidence including drugs, medicines, poison, x-rays of ballistic location in cadavers, fingerprints, weapons, etc.
- Organize case records for the deceased for cases to be processed by the Medical Examiner's Office. Case data includes medical and family history, reports of circumstances and evidence surrounding the death.
- Prepares summary reports or cases using basic computer-based office and specialized applications. Enter case data into the Medical Examiner's data base.
- Research next-of-kin and identity of bodies. Arrange for family or friends to identify cadavers.
- Use established criteria to determine if cases fall under the jurisdiction of the Medical Examiner's Office; initiates action for Medical Examiner's office cases.

## **General Description**

Performs technical, laboratory and investigative work in the Office of the Medical Examiner. Works under general supervision, independently developing work methods and sequences. Supervision is provided by a technical or administrative superior through work assignment and review of completed tasks.

## **Minimum Education and Experience Requirements:**

Either Associates degree in criminal justice or biological science plus evidence of 6 months volunteer work or internship in the field or one (1) year of related investigation experience including six (6) months knowledge and experience in the use of medical terminology.

## **Special Certifications and Licenses Required:**

(ABMDI) certification, minimum at the Diplomat Level, must be obtained within 24 months of hire and maintained for duration of employment.

Must possess and maintain or be able to get a valid Florida Class E Driver's License for duration of assignment.

## **Preferences:**

Bachelor's or Master's degree in Criminal Justice, Biological Science. (Will increase your pay)  
ABMDI-D or ABMDI-F Certification (\$1 to \$1.50 on top of Salary)

## **BENEFITS**

Special Risk Florida Retirement System (FRS)  
Deferred Compensation  
Flexible Spending Accounts  
Health Savings Accounts  
Vacation and Sick Leave  
Holidays  
Insurance Coverage  
Life Insurance  
Tuition Reimbursement  
Paid Parental Leave

## **DUTIES AND RESPONSIBILITIES:**

Responds to scenes, photographs and examines deceased for documentation and assists in determining the cause and manner of death; assists in positive identification; writes detailed scene report to provide the medical examiner with a description of the scene.

Enters the cause and manner of death, researches/locates next of kin of deceased; relays information to the assigned funeral home once the office received body released from next of kin; assists family members with identifying and releasing bodies; oversees the cremation program for the Office of the Medical Examiner.

Requests medical records from doctor's office and hospitals; speaks to the deceased's doctors to obtain further medical history.

Answers phones (answer general questions from family members, funeral homes, and others); interfaces with public, answers indigent cremation program inquiries; investigates and answers inquiries about cold cases and unidentified bodies.

Contacts the police in reportable deaths in accordance with Office of the Medical Examiner's procedures and protocols.

Develops physical description of cadavers by viewing the body. Researches missing person reports, comparing physical descriptions to assist in identifying persons.

May assist with crime laboratory work in the field, assembling material evidence. Follows internal procedures to ensure proper handling of evidence including drugs, medicines, poison, x-rays of ballistic location in cadavers, fingerprints, weapons, etc.

Organizes case records for the deceased for cases to be processed by the Medical Examiner's Office. Case data includes medical and family history, reports of circumstances and evidence surrounding the death.

Follows up on cases until a final disposition is reached.

Prepares death certificates, releases of the body and other narrative and technical reports/forms as required by the situation. Prepares summary reports or cases using computer applications and enters case data into the Office of the Medical Examiner's data base.

Receives notice of death by telephone, in person, or from written reports. Conducts interviews to gather information surrounding the terminal event including physical descriptions of decedents and their personal habits; determines appropriate action to be taken.

Using established criteria determines if cases fall under the jurisdiction of the Medical Examiner's Office and initiates action for applicable cases.

Depending on assignment, may act as lead worker assisting with the training and with and work of other investigators and interviewing and research in office and field setting to determine the cause and manner of death.

Depending on assignment, may be assigned the task of overseeing the Indigent Program, which assists in the proper disposition of unclaimed and indigent bodies within Broward County.

Depending on assignment, may be assigned the task of overseeing the death certificates submitted for cremation approval that must be reviewed, and possibly investigated, each business day for the approval of the Medical Examiner on duty.

Depending on assignment, may be assigned the task of overseeing Broward County's cold cases, along with performing casework on all of the unidentified persons currently falling under the jurisdiction of Broward Medical Examiner's Office.

Depending on assignment, may be assigned the task of assisting with the purchasing and oversee the maintenance of investigative equipment, uniforms and County vehicles.

Performs related work as assigned.

#### **WORK ENVIRONMENT:**

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs medium work that involves walking, standing, stooping, stretching, or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or exceptional skill, adeptness, and speed in the use of fingers, hands, or limbs in tasks involving very close tolerances or limits of accuracy.

**Unavoidable Hazards:**

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Involves routine and frequent exposure to radiation; disease/pathogens.

Involves routine and frequent exposure to extreme heat and/or cold, wet or humid conditions, odors, dust, poor ventilation, fumes.

Involves routine and frequent exposure to Toxic/caustic chemicals.

**SPECIAL INFORMATION:**

Americans with Disabilities Act (ADA) Compliance:

Broward County is an Equal Opportunity Employer. The ADA requires Broward County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Emergency Management Responsibilities:**

Note: During emergency conditions, all County employees are automatically considered emergency service workers. County employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and are expected to perform emergency service duties, as assigned.

**County-wide Employee Responsibilities:**

All Broward County employees must serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Broward County's Employee Code of Ethics, gift, and conflict of interest policies.

All Broward County employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, familial status, sexual orientation, pregnancy, or gender identity and expression.