

Job Description[Job Description](#)[Application Instructions](#)

Job Title:	MEDICOLEGAL INVESTIGATOR	Department:	Medical Examiner
Job ID:	53105	Exempt:	No
Location:	Northwest	Close Date:	02/24/2019
Full/Part Time:	Full-Time	Entry Rate:	\$54,388.10 Yearly
Regular/Temporary:	Regular	Maximum Rate:	\$95,744.74 Yearly
Recruitment Status:	Open		

[Email to Friend](#)[Apply Now](#)[Return to Previous Page](#)**Minimum Qualifications**

Bachelor's degree 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.

[Email to Friend](#)[Apply Now](#)[Return to Previous Page](#)

MEDICOLEGAL DEATH INVESTIGATOR (002955)

MINIMUM QUALIFICATIONS

Bachelor degree 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. Must complete American Board of Medical Death Investigators (ABMDI) Registered Certification within first year of employment. Possess a valid Florida's driver's license.

NATURE OF WORK

This is medicolegal death investigator work in performing investigative and quality control duties for the Medical Examiner (M.E.) Department. Employees in this class conduct 75% of their tasks in an uncontrolled scene environment, which includes responding to scenes and having direct contact with cadavers averaging 175 lbs, in various stages of decomposition and disease; occasional exposure to unpleasant and noxious odors; potentially dangerous materials, blood or blood-borne pathogens, and situations that require following extensive safety precautions including the use of protective equipment. The emphasis of work is on conducting a physical examination of the body in its current condition, photographing, collecting, preserving, documenting, preparing, or analyzing physical evidence of the scene for the Medical Examiner Department, to assist the pathologist with the cause and manner of death. They are also responsible for seeking information by telephone and personal interview to also aid in making determinations regarding cause and manner of reported deaths, assisting in quality control of the death investigative process and expediting release of bodies for final disposition; interacting with law enforcement agencies obtaining pertinent medical and social history information from various sources, such as family members, physicians, hospitals, funeral homes and police, preparatory to compiling and submitting reports for the ME Department. Duties require the use of professional judgment in determining ME jurisdiction of cases, discernment in distinguishing between natural and non-natural deaths, thoroughness in conducting investigations and tact in dealing with bereaved family members. Supervision is provided directly by the Manager of Forensic Bureau Operations, who reviews the investigative reports and assists with difficult or unusual problems, and indirectly by the Deputy Chief Medical Examiner, who assists with medical questions.

ILLUSTRATIVE TASKS

- Receives phone calls in response to natural deaths and responds in a timely manner to assess death scene and determine whether death is natural or unnatural; uses professional judgment in determining ME Statutory jurisdiction. Notifies appropriate authorities if death is other than natural.
- Responds to traumatic scenes at the request of the Medical Examiner.
- Investigates non-traumatic death scenes to make accurate, pertinent observations of scene, physical examination of the remains, photographs, collect and document evidence and information from witnesses, maintain chain of custody and interact with any law enforcement agents at the scene.
- Conducts fact finding interviews, telephonic, in-office, or on-scene investigations of natural, complex death scenes. Interview witnesses and persons last in attendance or present at the time of death.

ILLUSTRATIVE TASKS (cont.)

- Contacts physicians and hospitals for medical history; collects and inventories medications. Reviews medical records and reports to assist the pathologist with determination of cause of death.
 - Obtains records from police departments; hospitals and others as needed to fully investigate a death and prepares comprehensive and accurate reports.
 - Coordinates the removal and transportation of remains.
 - Assumes custody of personal effects, medications, or narcotics and coordinates their release to relatives, law enforcement, toxicologists, or any other authorized personnel.
 - Conducts joint investigations with law enforcement officials to identify unknown remains.
 - Searches and gathers information to assist in locating and notifying next of kin.
 - Establishes indigent eligibility status, prepares and submits necessary Public Interment Program forms for final disposition of remains.
 - Receives family members of the deceased, provides appropriate information on deaths and assists the bereaved and distressed; provides necessary assistance on funeral home arrangements.
 - Interacts with next of kin, funeral homes, and other facilities or agencies to expedite release of bodies for final disposition.
 - Meets with next of kin to execute legal identification documents.
 - Prepares death certificates, maintains files and summaries, and performs other administrative duties.
 - Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in stressful situations, which require a high degree of sensitivity, tact and diplomacy.
 - Prepares and delivers lectures to law enforcement agencies regarding ME protocol, policies and procedures.
 - Provides court testimony regarding the basic elements of a death investigation as required.
 - Maintains quality, safety and/or infection control standards
 - Practices appropriate safety, environmental, and/or infection control methods.
 - Perform other related duties as required.
-
- **KNOWLEDGES, ABILITIES AND SKILLS**
 - Considerable knowledge of fact-finding techniques and investigative procedures applicable to medicolegal death investigators.
 - Working knowledge of Florida Statutes and local regulations pertaining to Medical Examiner Department operations.
 - Working knowledge of medical terminology, physiology and anatomy sufficient to elicit pertinent medical history and to interpret hospital and medical records.
 - Knowledge of autopsy procedures.
 - Knowledge of the policies and procedures in receiving, identifying, storing, and releasing bodies.
 - Considerable knowledge of modern principles, practices, instruments and methods used in collecting and preservation of death scene and post mortem evidence, and chain of command.
 - Working knowledge of the geography of Miami-Dade County and its various police jurisdictions.

- Knowledge of guidelines regulating postmortem organ and tissue donation.
- Working knowledge of statutory requirements for issuance of death certificates.
- Skill in use of a digital camera to photograph a death scene for accurate and pertinent visual documentation.
- Ability to prepare clear, concise, accurate and complete reports of investigations
- Ability to demonstrate compassion and use tact and judgment in obtaining necessary case information from grieved and distressed persons
- Ability to read and follow street maps and safely operate a motor vehicle.
- Skill and knowledge of computers, related software and internet applications.
- Ability to understand and follow oral and written instructions.
- Ability to communicate effectively, both orally and in writing.
- Ability to instruct law enforcement agencies regarding ME policies and procedures.
- Ability to present facts and findings in court in a logical manner.
- Ability to research and analyze data or information needed by pathologists.
- Ability to maintain quality, safety, and/or infection control standards.
- Ability to manipulate heavy objects and work with distressing and/or unpleasant odors, procedures and circumstances.
- Ability to use and effectively maintain interpersonal and public relations.

04/25/08