

## Bexar County Position Description

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<b>Job Title:</b>	CHIEF MEDICAL INVESTIGATOR
<b>Grade:</b>	E – 08
<b>Job Type:</b>	Full-Time Regular
<b>Department:</b>	OCJPPP/Medical Examiner
<b>FLSA:</b>	Exempt
<b>Civil Service Status</b>	Regular

### **Summary:**

Under general direction, is responsible for supervising medical investigation staff and operations; conducts in-depth investigations; maintains and releases evidence; performs related duties as required.

### **Duties and Responsibilities:**

Supervises the daily operations of the medical investigation section

Supervises medical investigation staff and schedules work assignments

Conducts in-depth follow up investigations of designated cases

Develops operating policies and procedures related to medical investigations and identification of deceased persons

Develops and presents training and educational programs to medical investigation staff and law enforcement and hospital representatives

Responsible for overall Quality Assurance of investigative examinations and reports

Consults with law enforcement agencies and hospitals on death cases

May testify in court on investigative findings and procedures

Supervises security for the Forensic Science Center building

Performs related duties as required.

### **Minimum Qualifications:**

Graduation from an accredited college or university with a Bachelor's Degree in Criminal Justice, Law Enforcement, Biomedical Sciences or a closely related field, and six years of death investigation experience including three years supervisory experience; or an equivalent combination of education and experience

Considerable knowledge of State Medical Examiner Act; considerable knowledge of crime scene investigation procedures; good knowledge of human anatomy; good knowledge of criminal justice system; good knowledge of legal limitations on releasing information; good knowledge of medical terminology; good knowledge of health and safety standards and practices

Skill in supervising employees; skill in conducting investigations

Ability to effectively respond to customer inquiries and complaints; ability to communicate effectively, both verbally and in writing; ability to operate personal computer; ability to maintain effective working relationships with subordinates, co-workers, County employees, government agencies, outside organizations, the news media and the general public

Must secure and maintain a favorable background investigation from the Bexar County Sheriff's Office

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Must have valid Texas driver's license, motor vehicle liability insurance and personal injury insurance; or have a self-reliant source of transportation to conduct business on a daily basis

Must have available transportation during entire workday

Must clear a pre-employment physical and a pre-employment drug screen test

Must achieve diplomat status by the American Board of Medical Death Investigators within 2 years

Required to be on-call 24-hours a day.

May be required to work more than 40 hours during the workweek.

**Working Environment and Physical Demands:**

Working conditions are in morgue and outside environment with exposure to temperature variations, damp/wet surfaces, hazardous/toxic atmosphere, decomposing cadavers, infectious diseases, hazardous materials and unfavorable fumes, vapors or odors.

Physical requirements may include the ability to lift/carry up to 75-100 pounds and maneuvering cadavers unassisted in excess of 200 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard. Subject to smelling, handling, walking, sitting, standing, bending, reaching and twisting to perform the essential functions.

**Individual Office/Department Conditions:**

Tasks and special requirements unique to an individual office or department may be addressed through a separate list of detailed specifications prepared by that office/department and subject to approval by Human Resources and the Civil Service Commission. Office/department specifications may not be more complex nor at a higher level of responsibility than any of those contained in this position description.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Candidates whose disabilities make them unable to meet these requirements will still be considered qualified if they can perform the Essential Functions of the job with reasonable accommodation.*

<b><u>Department</u></b>	<b><u>Personnel Approval Date</u></b>	<b><u>Civil Service or Sheriff's Civil Service Approval Date</u></b>	<b><u>Commissioners Court Approval Date</u></b>
Forensic Science Center		September 7, 1995	
Forensic Science Center	September 19, 2000		September 19, 2000 (T1 Study Grd Change)
CJP&C – Medical Examiner's			November 10, 2008 (Change in Grade)
Judicial Services – Medical Examiner	July 13, 2015 (Removal of Texas Peace Officer requirement)		
Office of Criminal Justice Policy, Planning & Programs	October 18, 2019 Job Description Edit		