



## OFFICE OF THE CHIEF MEDICAL EXAMINER

### **JOB OPENING** **Job open until filled** **INVESTIGATIVE SUPERVISOR**

Office of the Chief Medical Examiner – Oklahoma City, Oklahoma  
Salary range is \$53,550.00 - \$58,800.00 with full State of Oklahoma benefits package.

#### **Description of Duties and Tasks:**

Essential duties and responsibilities include the following. Other duties may be assigned.

- Provide training to investigators
- Responsible for performing death scene investigations, assigning work, keeping records, developing investigator schedules, directing and assisting in difficult investigations.
- Responsible for keeping up to date on new investigative techniques and instruction investigators in these new techniques.
- Responsible for the supervision and smooth operation of the investigative unit  
Coordinate all follow-up requests from Pathologists on cases yet to be completed.
- Perform related work as required and assigned.

#### **Knowledge and Skills:**

Knowledge of medical terminology, anatomy and physiology, pharmacology, medical technology, pathology and emergency medical services.

Knowledge of modern death investigative techniques consistent with protocols, rules and regulations of the American Board of Medicolegal Death Investigations (ABMDI).

Should be board certified through the ABMDI within six months of obtaining the position, if not already.

Have the ability to conduct several investigations simultaneously. Present clear and accurate reports (both written and oral), willingly participate in court testimony, and strive to establish and maintain effective work relations with all OCME investigative staff and others.

Ability to successfully complete any necessary training required by the agency.

Adequate typing skills.

**Work Experience:**

Have two years' experience in a Medical Examiner's office and a least five years' experience in a supervisory position. The Investigative Supervisor is a board certified death investigator through the ABMDI and has additional responsibilities which go outside the normal scope of being an investigator with the agency. These duties include, but are not limited to assisting the pathologists with autopsy and viewer cases. Evidence organization/collection, unidentified persons case management, vehicle maintenance, night morgue guard scheduling, continuing education for investigators and completion of compiling long distance sign outs (LSDO) and autopsy cases brought in from rural areas of the state.

Have experience in medical technology, emergency medical service or prior field agency employment in another medicolegal investigative office which is responsible for a similar work product to that of the Office of the Chief Medical Examiner in Oklahoma. If previous experience with another Coroner's or Medical Examiner's office is in existence, then knowledge of different laws/rules/protocols pertaining to our agency must be noted.

**Education\*:**

*\*At the option of the Chief Medical Examiner, years of experience in related fields may substitute for education or other stated qualifications.*

An Associate degree in law enforcement with practical experience in death investigation for a law enforcement agency for a period of more than 5 years. Or;

A Bachelors or Associates degree in a medically related field. Or;

Applicants with demonstrated medical proficiency will be given first preference.

**Special Requirements:**

- Employees must possess the ability and willingness to perform job-related travel
- Have and maintain physical and mental stamina to perform the work
- Willingness to accept the physical and mental discomforts inherent in the work
- Pass a rigid character and background investigation
- Be at least 21 years of age
- Possess a valid Oklahoma driver's license
- Within 12 months, successfully complete the training program as implemented by the Chief Medical Examiner

Applicants may be subject to successfully passing a job-related general physical abilities test and appropriate psychological and physical examinations prior to appointment.

**Application Procedures:**

Send cover letter with resume via mail, fax or email to: Lori Shively, Administrative Officer, 921 NE 23<sup>rd</sup> St, Oklahoma City, Oklahoma 73105; fax (405) 272-4045; email [lori.shively@ocme.ok.gov](mailto:lori.shively@ocme.ok.gov) .