

## OTTAWA COUNTY POSITION POSTING

<b>Job Title:</b>	Medical Death Investigator
<b>Reports to:</b>	Ottawa County Coroner
<b>Job Status:</b>	Full Time Classified Non-Exempt
<b>Salary Range:</b>	\$20-\$25 per hour (based on certification & experience)

### Job Summary

Under general supervision of the Coroner, the Investigator performs post-mortem examinations of bodies and investigates deaths of persons; consults with law enforcement agencies; testifies in court; photographs and documents death scenes; conducts operations in the Coroner's Office; other duties as assigned by the Coroner.

### Essential Knowledge, Abilities and Skills, Education

- Three (3) or more years of directly related experience death investigation, with five (5) or more years' experience in a medical related field preferred; **OR** Any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.
- Able to pass a criminal background investigation
- Completion of a secondary education (high school diploma or GED);
- **Knowledge of:** County, Department, and Division goals and objectives; County, Department, and Division policies and procedures; personnel rules and regulations; work place safety; office practices and procedures; English grammar and spelling; case management; physiology; medical terminology; scene safety; evidence collection; Ohio Revised Code 313.
- **Skill in:** word processing; computer operation; use of modern office equipment; operating a motor vehicle; communication.
- **Ability to:** carry out instructions in written, verbal, or picture form; deal with problems involving few variables within familiar context; recognize unusual or threatening conditions and take appropriate action; add, subtract, multiply, and divide whole numbers; maintain records according to established procedures; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communication; work alone on most tasks; travel and gain access to work site; lift, position, and move individuals according to established procedures; handle sensitive inquiries; contacts with officials and general public; develop and maintain effective working relationships; perform job safely.
- Must have on-call availability of at least every other weekend and some weeknights (will be scheduled in advance)
- Candidates with another job will need to either have a consistent schedule at their other job or be able to provide his/her schedule in advance to allow for on-call scheduling
- Candidates must have strong written communication skills, math skills, and organizational skills
- Candidates must be comfortable with hands-on interaction with decedents
- ABMDI certification is PREFERRED but not required. Hiring and wage preference will be given for certified candidate.

### Essential Functions of the Position

1. Examines decedent's body for signs of trauma and/or unusual circumstances; verifies post-mortem changes are consistent with the situation and circumstances; relays the absence of any signs of life to Coroner or Deputy Coroner for pronouncement of death.
2. Surveys death scenes; collects information, evidence, blood and bodily fluids, and other items related to the cause or manner of death; photographs body and surrounding conditions, and documents death scenes to preserve the circumstances of the death/scene; requests medical, mental health, and/or employment records; obtains necessary search warrants as directed by prosecutor and/or law enforcement.
3. Interviews family members, physicians, nurses, law enforcement, and EMS to obtain medical history, lifestyle patterns, incident, and other reports related to the case; communicates information to Coroner's staff and administrative staff; works in a professional manner with prosecutor's office and law enforcement; testifies in court or before grand jury if required.

4. Prepares written reports detailing observations and investigation findings; reviews investigation reports; prepares reports for the Coroner to review and sign; sends autopsy and coroner reports, as requested; completes inventory and proper packaging of decedent's personal valuables for safe return to legal next of kin; gathers controlled substances (prescriptions) of the deceased and maintains inventory and ensures proper disposal; maintains case files; schedules quarterly case review; sends Autopsy, Transport and office supply bills for payment; reviews Hospice cases and prepares for Coroner to sign; maintains statistics; enters evidence into system and places in the evidence room.
5. Coordinates the movement and transportation of the body; under the direction of the Coroner, for autopsy, tissue donation or a funeral home
6. Represent Coroner's office for mandated and assigned review boards.
7. Maintains required licensures, certification, and continuing education requirements, if any.
8. Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
9. Attends staff meetings as assigned.
10. This position is expected to be on call at least 1 weekend per month and at least 1 weeknight per week, subject to change in the summer season.
11. Successful completion & passing of the ABMDI examination for certification as a medicolegal death investigator within 24 months of hire.

#### **Job Location & Hours**

Locations throughout the County as required

The hours for the office are generally Monday through Friday from 8am to 4:30pm. However, that schedule is flexible based on hours spent on call-outs; includes on-call expectations as described above.

#### **Equipment Used**

The following are examples only and are not intended to be all inclusive: Motor vehicle, personal computer, applicable computer software, printer, copy machine, fax machine, cameras; medical equipment; and other standard business office equipment; gas mask; radio; cell phone.

#### **Physical Requirements**

The employee has exposure to unclean or unsanitary conditions, bodily fluids etc.; has contact with potentially violent or emotionally distraught persons; has exposure to hazardous driving conditions; uses or works around firearms; ascends and/or descends ladders, stairs, or scaffolds, confined spaces; has exposure to hot, cold, wet, humid, or windy weather conditions; must be able to push, pull, lift 2-500+ pounds; has to work irregular hours.

#### **Critical Skills/Expertise**

Must possess a Medicolegal Death Investigator certification issued by ABMDI, or must be willing to obtain certification within two (2) years of employment and maintain certification while employed in this classification; must possess a valid Ohio driver's license and maintain insurability under the County's vehicle insurance policy.

#### **Other Responsibilities**

1. Demonstrates regular and predictable attendance.
2. Performs other related duties as assigned

#### **TO APPLY: NO PHONE CALLS PLEASE**

Interested candidates may submit a detailed resume or completed employment application to Ottawa County Human Resources – Michelle Ish at:

MAIL – 315 Madison St. Rm 102 Port Clinton, OH 43452

FAX – 419-734-6885

Email – [mish@co.ottawa.oh.us](mailto:mish@co.ottawa.oh.us)

*Ottawa County is an Equal Opportunity Employer/Drug Free Workplace.*