



DISTRICT ONE MEDICAL EXAMINER – PENSACOLA, FLORIDA

Job Title:	Deputy Chief Investigator	Supervision:	Chief Investigator
Department:	Investigations	Benefit Group:	I
Location:	Districtwide	Travel Required:	Yes
Annual Salary:	\$65,000 - \$70,000 (commensurate with experience)	Position Type:	Full-Time

The District One Medical Examiner’s Office serves Escambia, Santa Rosa, Okaloosa, and Walton Counties—covering nearly 800,000 residents in the Florida Panhandle. Our mission is to provide quality, transparent, and compassionate medicolegal death investigation services. The Deputy Chief Investigator (DCMDI) supports this mission by providing high-level administrative, technical, and operational assistance to the Chief Investigator, Chief Medical Examiner, and senior leadership.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Personal characteristics required of all employees such as honesty, industry, sobriety, and the ability to get along with others, are presumed qualities and are not listed specifically.

Deputy Chief Investigator – Role and Responsibilities

Under the direction of the Chief Investigator, the DCMDI will:

- Assist with supervising, mentoring, and supporting Medicolegal Death Investigators (MDIs), fostering a professional, accountable, and collaborative team environment.
- Review casework for accuracy, completeness, and procedural compliance; direct corrections and monitor prompt resolution.
- Provide ongoing training on investigative protocols, documentation standards, legal statutes, and operational best practices.
- Ensure effective communication between Investigations and other MEO departments.
- Coordinate with the on-call physician for investigative needs.
- Conduct monthly quality assurance audits; submit reports to the Chief Investigator with identified trends and recommendations.
- Participate in formal performance evaluations; track investigator progress, certifications (ABMDI), continuing education, and competencies. Maintain detailed training and credential logs.
- Ensure ABMDI-certified staff maintain active certification; support candidates in achieving ABMDI status within required timelines.
- Create and manage investigator schedules, including on-call rotations and task assignments; adjust for staffing changes or callouts.
- Provide on-call coverage and operational support as directed to ensure continuous coverage.
- Ensure timely and accurate submission of investigator timecards.
- Assist in revising and enforcing SOPs.
- Maintain consistent communication with the Chief Investigator and Chief Medical Examiner regarding operational issues or concerns.
- Assist in mass fatality response preparedness.
- Perform full MDI duties when needed to maintain operational continuity.
- Carry out other related duties as assigned by the Chief Investigator or Chief Medical Examiner.

Qualifications

- Two (2) years of experience as an MDI in a Medical Examiner or Coroner’s Office.
- Bachelor’s degree **or** equivalent combination of education and MDI experience.
- Current Florida driver’s license (or ability to obtain within 30 days).
- Ability to pass a criminal background check and drug screening.
- Current ABMDI–Diplomate certification.
- Ability to obtain ABMDI–Fellow certification within one (1) year of employment.

<p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • One (1) year of supervisory or leadership experience. • Bilingual (Spanish/English) with Medical Spanish certification (eligible for pay differential). • At least three (3) years of experience as an MDI in a Medical Examiner or Coroner's Office. • Current ABMDI–Fellow certification.
<p>Knowledge, Skills, and Abilities:</p> <ul style="list-style-type: none"> • Extensive knowledge of medical terminology, cause-of-death classifications, disease processes, injury mechanisms, and the identification, effects, and potential interactions of prescription medications, over-the-counter drugs, alcohol, illicit substances, and other toxic agents as they apply to medicolegal death investigations. • Thorough understanding of medicolegal death investigation principles, protocols, and best practices, including the application of Florida Statutes (F.S. 406) and relevant case law in investigative decision-making. • Ability to lead and direct Medicolegal Death Investigators, delegate assignments, and provide constructive feedback while ensuring adherence to investigative protocols and chain-of-command requirements. • Proficiency in evaluating investigative findings, interpreting scene evidence, and reviewing autopsy documentation to verify case accuracy and completeness. • Strong verbal and written communication skills to effectively interact with investigators, medical staff, law enforcement, and other agencies in a professional manner.
<p>Certificates, Licenses, Registrations:</p> <ul style="list-style-type: none"> • Reliable transportation with insurance. • Valid Florida driver's license (upon hire). • ABMDI Board Certification (within one year if not already obtained).
<p>Physical Demands:</p> <ul style="list-style-type: none"> • Acceptable vision and hearing for investigative duties. • Ability to sit, stand, and walk for extended periods; navigate stairs; repeatedly enter/exit vehicles. • Ability to assist with moving decedents (average 180–200 lbs.). • Full hand, arm, and grip strength for investigative tasks.
<p>Other Requirements:</p> <ul style="list-style-type: none"> • Ability to work in hazardous or high-stress environments, including under fatigue. • Willingness to wear personal protective equipment. • Availability to work nights, weekends, and holidays on a rotating or as-needed basis. • This is an essential position—must report during emergencies (e.g., hurricanes) and mass fatality incidents.
<p>Benefits:</p> <ul style="list-style-type: none"> • Health, dental, and vision insurance. • 401(k) plan. • Paid time off, 12 paid holidays, and paid clothing allowance. • Shared take-home agency vehicle for on-call shifts. • Employer-provided equipment, work cell phone, and laptop. • Opportunities to attend educational conferences.
<p>Send resumes with at least three (3) professional references to Chief Investigator Chrissy Nieten at cnieten@d1meo.org.</p>