

POSITION ANNOUNCEMENT
DEATH INVESTIGATOR
ST. CHARLES COUNTY – REGIONAL MEDICAL EXAMINER

STARTING SALARY: \$56,142.83 per year

This is a full-time, 40 hour per week position which includes a full range of benefits including Paid Time Off, Extended Medical Leave, Holidays, Employee Health, Dental, Life, Disability, Retirement, and Tuition Assistance programs.

The purpose of this position is to Investigate all deaths in accordance with Missouri Revised Statutes, Chapter 58. The work is performed under the supervision of the Chief Death Investigator.

JOB DESCRIPTION:

- Receives and screens all initial death reports, determines whether jurisdiction is accepted and if so, the scope of the investigation required.
- Investigates suspicious, unnatural or violent deaths; conducts follow-up investigations, death notifications, and forensic identifications; investigates circumstances of death by obtaining personal information and medical history through interviews and review of records.
- Establishes initial assessment of cause and manner of death.
- Prepares detailed narrative reports analyzing the circumstances of death, scene, and pertinent information regarding the deceased for the Chief Death Investigator, ensuring all information is available in order to determine cause and manner of death.
- Prepares detailed, objective narrative reports analyzing the circumstances of death and pertinent information regarding the deceased and enter case into Medical Examiner database.
- Verbally presents case information coherently and in a methodical and professional fashion to Chief Investigator, Medical Examiners, associates, medical personnel and others.
- Performs death scene investigations; coordinates with law enforcement as necessary; interviews family members and witnesses, gathers forensic scene information, seizes evidence and photographs the scene; maintains chain of custody by means of photography and/or physical seizure of evidence.
- Position is considered Essential; employee work will involve nights, weekends, and holidays, may work during inclement weather and work can involve stressful circumstances.

- Ensures accurate identification of decedents, securing or arranging for dental and skeletal x-rays, fingerprints, DNA reference samples, and other evidence as necessary.
- Arranges for family viewing as necessary for identification; Assists in the appropriate identification of the decedent, and determines/coordinates proper disposition of the body, including removal and transportation of the body to the morgue; Identify legal next of kin and makes notification of death to next of kin personally or in conjunction with other law enforcement agencies; Communicates effectively and deals compassionately with grieving family members.
- Performs medical records review of nursing home and hospice deaths that are received via fax. Follow up on incomplete death reports from nursing home and hospice agencies; Identify and assign case type (natural vs. non-natural); conduct investigations of non-natural nursing home and hospice deaths.; Thorough documentation of trauma is required for non-natural deaths. Prepare detailed, objective narrative reports analyzing the circumstances of death and pertinent information regarding the deceased requiring Medical Examiner certification of death.
- Performs follow-up investigations and investigations related to returned death certificates, as required. Contacts family members and others having knowledge of the decedent, requests medical records from physicians, hospitals and other medical facilities and notifies primary care physician. Consults with certifying physicians concerning cause and manner of death.
- Conducts special investigations at the request of the Chief Medical Examiner (e.g. suicide vs. accidental death evaluations, conducting interviews in police custody deaths, and scene recreations of infant deaths).
- Performs "case management" daily; reviews new cases, identifies areas of needed correction; communicates with other investigators for necessary follow up; prepares case folders and requests necessary records.
- Performs close out details on all cases; ensures accurate and complete information has been entered into system; enters toxicology results, completes appropriate entries in Medical Examiner database specific to cause and manner of death.
- Attends meetings and training exercises related to Mass Fatality; participates as voting member of Mass Fatality subcommittee and in working groups.
- Attend postmortem examinations at the request of the Chief Death Investigator or Medical Examiner.
- Participates in State mandated panels involving all child deaths in each County.
- Performs other duties as assigned.

REQUIREMENTS:

Education

- Bachelor's degree preferred in criminal justice and crime scene investigations, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Certifications

- Must be a Registered Medicolegal Death Investigator via the American Board of Medicolegal Death Investigators within two (2) years of employment.

Job Experience

- Minimum of one (1) year of related work experience
- Required to work rotating shifts; The RMEO operates 24/7/365. Must be flexible to cover any shift.
- Required completion during probation period (180 days): FEMA ICS 100, 200, and 700 courses.
- Required to possess a valid driver's license to operate a motor vehicle.

TO APPLY: All applications must be submitted only through our Self-Service Website at <http://hr.sccmo.org/hr>. We do not accept faxed, e-mailed or print applications. Employment is contingent on successfully completing a full criminal background check.

Applications will continue to be accepted until the position is filled or sufficient number of qualified candidates have applied.

St. Charles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. St. Charles County is a drug and alcohol-free workplace. A pre-employment drug screen is required for all positions.