



POSITION OPEN

MEDICO-LEGAL DEATH INVESTIGATOR MANAGER Office of the Medical Examiner

2756-01

PURPOSE OF CLASSIFICATION: The purpose of this classification is to manage the Medico-legal Death Investigators staff of the Regional Forensic Center. (The Death Investigator staff is responsible for investigations into deaths that are reportable (per TCA 38-7-108 or applicable law) to the Regional Forensic Center by gathering pertinent circumstantial, historical and other medico-legal data to facilitate the acceptance or termination of jurisdiction based upon information received.) Duties include, but are not limited to: aiding the forensic pathologist/medical examiner in identification of the deceased and perform death certificate reviews for cremation permits to ensure proper investigation by the medical examiner's office; including death investigation/scene investigation, photography, evidence preservation/collection, family notification/and the securing of personal effects/belongings of the decedent; and performing additional duties as assigned by the Sr. Director Regional Forensic Center.

ESSENTIAL FUNCTIONS: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. The manager will assist in conducting quality review of scene photography, scene documentation, and investigative summaries/reports, both for in house and field investigators, while providing training, coaching and feedback to investigators. The manager is responsible for assuring reports and investigative processes are conducted in accordance with applicable standards such as the Tennessee Code Annotated, American Board of Medico-legal Death Investigators, Regional Forensic Center Policies and Procedures and other applicable guidelines. This position is responsible for a 24/7 operation which will result in working weekend, holidays, and various hours during the week. Manage the Medico-Legal Death Investigator staff of the Regional Forensic Center by conducting quality review of scene photography, scene documentation, and investigative summaries/reports while providing training, coaching and feedback to investigators. In conjunction with the Chief Medical Examiner and Senior Director of RFC, co-author, develop, implement, enforce and maintain the policy and procedure manual for the Investigative staff of the Regional Forensic Center. Monitors and maintains inventory of necessary supplies utilized by the Investigative staff. Assures compliance with Knox County and other appropriate policies of Medico-Legal Death Investigator staff. Assures compliance with Knox County Vehicle Policies, maintains assigned fleet vehicles and paperwork, and assures RFC staff are properly licensed to drive Knox County vehicles or personal vehicles during course of business. Aid the forensic pathologist/medical examiner in identification of the decedent and perform death certificate reviews for cremation permits to ensure proper investigation by the medical examiner's office. Death investigation/scene investigation, photography, evidence preservation/ collection, family notification/and the securing of personal effects/belongings of the decedent. Communicates, coordinates and acts as an official representative of the Chief Medical Examiner and Senior Director of Regional Forensic Center to family members, employers, witnesses, and personnel from law enforcement, hospital, medical, civil, mortuary, insurance, and other fields. Supervises Chain of Custody in forensic cases, working closely with the law enforcement agencies to ensure appropriate release of evidence. Assures the preservation and storage of evidentiary items and materials, available records, the body and associated clothing, valuables or personal effects thus maintaining the forensic chain of custody. Confiscates, documents, counts, secures and destroys all drugs found with the decedent. Assures the proper release, destruction, or management of evidentiary items. May serve as a witness in court regarding procedures performed. Supervises, trains, and evaluates subordinates. Schedules and assures staffing of Medical Investigative Staff. Enters data into Medical Examiner or other database or system for maintenance of decedent information or to meet the needs of the Regional Forensic Center. Provides on the job and other training opportunities thru such agencies as National Institute of Justice and the National Association of Medical Examiners, N.A.M.E. Assist Senior Director of the Regional Forensic Center and Chief Medical Examiner in acquiring grants and equipment for the RFC. Assist Senior Director of the Regional Forensic Center and Chief Medical Examiner in strategic planning, operational management, and community relations for the Regional Forensic Center. In addition, acts as a liaison to various organizations (e.g. Tennessee Donor Services, Child Fatality Review Team, Local Emergency Planning Commission, or other agencies as directed by the Senior Director of the Regional Forensic Center).

ADDITIONAL JOB FUNCTIONS: Responds to and reports immediately if called upon by local regional or central office supervisors, as part of a coordinated emergency response by the Knox County Department of Health. Performs other related duties as required.

MINIMUM TRAINING AND QUALIFICATIONS: Per TCA 38-7-104; a medical investigator shall be a licensed EMT, paramedic, registered nurse, physician's assistant or a person registered by or a diplomat of the American Board of Medico-legal Death Investigators. Bachelor's Degree required in forensic sciences, biological sciences or related field and three (3) years proven experience and a minimum of two (2) years supervisory experience. Prefer Bilingual English/Spanish. Must be able to operate computers in a Windows environment and other applicable equipment defined by the scope of work. Must have and maintain a valid Tennessee Driver's License. Must meet and maintain qualifications to drive Knox County vehicles.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines, investigative equipment, and vehicles. Must be able to use body members to work, move, or carry objects or materials in the office and field environment. Frequent moderate effort or almost continuous light physical activity or occasional heavy physical activity. Must be able to lift and/or carry weights of approximately 125-200 pounds with assistance.

Salary: \$47,828.99 annually

Deadline: All applications must be received in the office by December 31, 2014 (4:30 p.m.)

If you need reasonable accommodations to complete an application or for an interview, please contact the Department of Human Resources. Some accommodations take several days to arrange. Please notify us early to make the arrangements.

Non-discrimination: Knox County prohibits discrimination in employment on the basis of race, color, sex, age, religion, national origin, and disability status.

APPLY TO: *Knox County Human Resources, Room 360, City/County Building, 400 Main Street, Knoxville, TN 37902. Knox County is an Equal Opportunity Employer.*

We provide veteran's preference for all valid DD-214's