|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |

|  |
| --- |
| Broward County logo  |
| Broward County Division of Human Resources- Staffing Services Annex B, 115 S. Andrews Avenue Fort Lauderdale, Florida 33301 www.broward.org/careers Jobline 954-357-JOBS |
|  APPLY AT: <https://recruiter.broward.org/candidate/JobDetail.aspx?jobId=1579&reqId=18145> |
| **MEDICAL-LEGAL INVESTIGATOR - (Medical Examiner & Trauma Services)** |
|   |
| Division | Medical Examiner/Trauma Services Division |
| Job Status | Full-time |
| Broward County Region | Any Region |
| Location (Libraries or Parks Only) |  |
| Closing Date | 1/31/2014 |
|  The Broward County Medical Examiner's Office is one of 24 Medical Examiner Districts in the State of Florida, and currently is seeking accreditation. Position requires bachelor’s degree from an accredited college or university with major course work in medical technology, biology, criminology, law, or other field closely related to this assignment and two (2) years experience in criminal investigation including six (6) months of experience in the use of medical terminology; or any equivalent combination of relevant training and experience. A candidate must be certified at a minimum at the Diplomat level with the American Board of Medicolegal Death Investigators (ABMDI), or obtain such certification within 24 months of commencement of employment.  |
|  NATURE OF WORK This is technical, laboratory, and investigative work in the office of the Medical Examiner. Work involves conducting interviews and research in office and field settings to determine the cause and manner of death. Responsibilities also include the use of crime laboratory technology including photography to assist in collection of evidence at the scene of the death. Exercises independent judgment in selecting salient information and evidence to collect for use in determining cause of death. Supervision is provided by a technical or administrative superior through work assignment and review of completed tasks. ILLUSTRATIVE TASKS Contacts the police in reportable deaths in accordance with Medical Examiner’s Office procedures and protocols. Develops physical description of cadavers by viewing the body. Researches missing person reports, comparing physical descriptions to assist in identifying persons. May assist with crime laboratory work in the field, assembling material evidence. Follows internal procedures to ensure proper handling of evidence including drugs, medicines, poison, x-rays of ballistic location in cadavers, fingerprints, weapons, etc. Organizes case records for the deceased for cases to be processed by the Medical Examiner's Office. Case data includes medical and family history, reports of circumstances and evidence surrounding the death. Follows up on cases until a final disposition is reached. Prepares death certificates. Prepares releases of the body. Prepares other divisional forms as required by the situation. Prepares narrative and technical reports using computer based applications. Prepares summary reports or cases using basic computer-based office and specialized applications. Enters case data into the Medical Examiner’s data base. Receives notice of death by telephone, in person, or from written reports. Conducts interviews to gather information surrounding the terminal event including physical descriptions of decedents and their personal habits; determines appropriate action to be taken. Researches next-of-kin and identity of bodies. Arranges for family or friends to identify cadavers. Using established criteria determines if cases fall under the jurisdiction of the Medical Examiner’s Office; initiates action for Medical Examiner's office cases. Uses a personal computer. Performs related work as required. KNOWLEDGE, ABILITIES AND SKILLS Knowledge of the Florida Statutes which apply to the work of the Medical Examiner's Office including issuance of certificates and permits. Knowledge of the principles and practices of criminology. Knowledge of the office procedures of the Medical Examiner's Office. Knowledge of medical terminology, physiology, anatomy and crime laboratory techniques including photography. Some knowledge of the geography of the County. Ability to communicate effectively both orally and in writing. Ability to demonstrate a mature and respectful approach to disagreeable phases of the work. Ability to interview for legal fact finding purposes. Ability to write reports using basic computer applications. Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Broward County's Ethics and Conflict of Interest policies. Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression. REQUIRED EXPERIENCE AND TRAINING Bachelor’s degree from an accredited college or university with major course work in medical technology, biology, criminology, law, or other field closely related to this assignment; two (2) years of experience in criminal investigation including six (6) months of experience in the use of medical terminology; or any equivalent combination of relevant training and experience. A candidate must be certified at a minimum at the Diplomat level with the American Board of Medicolegal Death Investigators (ABMDI), or obtain such certification within 24 months of commencement of employment. NECESSARY SPECIAL REQUIREMENT Position involves field work and driving is required. Must possess a valid Florida driver's license during employment. Must be able to drive. Must obtain and maintain authority to drive on County business. GENERAL INFORMATION Bargaining Unit: White Collar FLSA Status: Non-exempt Code of Ethics Certification: No Class Spec. Estab ./Revised: E11/80 R5/13 |
|  ABMDI Certification Preferred or must obtain within two years after hiring and maintain recertification. All education, experience and certifications must be documented in resume. Please provide telephone number in resume. |
| **Pay Range** |
| Hourly Range | $17.74 - $28.23 |
| Yearly Range | $36,907.52 - $58,714.45 |
| Position includes full County benefits. |
| **Skills Required** |  |
|

|  |  |  |
| --- | --- | --- |
| **Skill** | **Years of Experience** | **Test Required** |
| utilize medical terminology | 1 |  |
| investigate manner/cause of death | 2 |  |
| collect evidence at death scenes | 2 |  |
| ABMDI cert (Amer Brd of Medicolegal Death Invest) | 0 |   |
| death investigations | 0 |   |

 |  |
|  |  |

 |  |