



DATE: 7-22-2022

TITLE: Medical Investigator I		
HUMAN RESOURCES USE ONLY:	SALARY TABLE: AP	CLASS CODE: PN388
UNION: P &A, Local 1979, U.A.W	SALARY GRADE: 10	EEO CODE: 30
JOB GROUPING: Yes	FLSA: Non-Exempt	EMPLOYEE CLASS: PN

POSITION PURPOSE

Investigate deaths that fall within the medical examiner jurisdiction in Wayne County. Evaluate and document the location of the deceased. Function as a liaison between the Medical Examiner's office, health and law enforcement agencies and the general public.

ESSENTIAL JOB FUNCTIONS	% TIME
Document and photograph the scene of the deceased and collect relevant property and records. Ensure ID of decedent and arrange for transport to morgue. Supervise the collection of the remains by the transport service.	25
Gather medical records, including laboratory and x-ray results from varied health care settings, including hospitals, doctor's offices and extended care facilities. Gather other public agency records, such as police and EMS records where required to complete a case.	25
Perform detailed searches of public and other records where the identity of the deceased is unknown. Release bodies to funeral homes.	20
Meet with the families of the deceased in the office and guide them through the identification process. Handle inquiries and complaints related to the Medical Examiner's cases. Manage cremation permit requests.	20
Assist Pathologist with dissection of body and its organs. Reception of the body at the morgue, with documentation of intake, as well as weighing and measuring body. Clean and maintain autopsy equipment.	5
Other duties as assigned.	5

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

MINIMUM QUALIFICATIONS

Education and Years of Experience:

- High School diploma or equivalent with at least six (6) years of full-time paid experience in criminal investigations for a law enforcement agency, police department, or prosecutor's office
- Associate's degree in Police Administration, Criminal Justice or a related field with at least four (4) years investigative experience
- Bachelor's degree in Police Administration, Criminal Justice, or related field and two (2) years investigative experience
- Bachelor's degree in Police Administration, Criminal Justice or health care related field with an additional qualification in Forensic Investigation or Forensic Science
- Registered Nurse in Nursing with four (4) years of clinical experience, preferably in an outpatient or public health setting
- Bachelor's degree in Nursing (BSN) with two (2) years of clinical experience, preferably in an outpatient or public health setting
- Physician Assistant with an MPAS, MHS, MMSc or equivalent and one (1) year of clinical experience
- Pathologist's Assistant with an MSc, MHS or equivalent and one (1) year of clinical experience

Basic Certification by the American Board of Medicolegal Death Investigators (ABMDI) can substitute for one year of experience and Advanced Certification by the ABMDI can substitute for two (2) years of experience.

WORKING CONDITIONS :

Must be able to stand for long periods of time. Must be able to access scene of death that may include natural areas with difficult terrain (wetlands, rivers, lakes, etc.), as well as difficult structures such as basements. Ability to move more than fifty (50) pounds.

ADDITIONAL COMMENTS:

Possession of a valid Michigan vehicle operator's licenses and satisfactory driving record as determined by university policy.