

DATE: 7-22-2022

TITLE: Medical Investigator III		
HUMAN RESOURCES USE ONLY:	SALARY TABLE: AP	CLASS CODE: PN389
UNION: P&A, Local 1979, U.A.W	SALARY GRADE: 13	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. Prepare statistical and narrative reports to submit to the Medical Examiner. Provide training to lower-level investigators. The position will report to the Chief Medical Investigator.

ESSENTIAL JOB FUNCTIONS	% TIME
Document and photograph the location of the deceased. Collect relevant property and records. Supervise the collection of the deceased by the transport service.	30
Assist in training/mentoring of staff. Train current and future investigators in investigation techniques. Substitute for Chief Medical Investigator as needed.	25
Perform detailed searches of public and other records where the identity of the deceased is unknown. Release bodies to funeral homes. Prepare statistical and narrative reports to submit to the Medical Examiner. 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.	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.	15
Manage cremation permit requests.	5
Other duties as assigned.	5

MINIMUM QUALIFICATIONS

Education and Years of Experience:

Basic certification by the American Board of MedicoLegal Death Investigation (ABMDI) and one of the following:

- High school diploma or equivalent with at least nine (9) years of full-time paid experience in criminal investigations for a law enforcement agency, police department, or prosecutor's office.
- Associate 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 four (4) 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 and three (3) years of experience.
- Registered Nurse in Nursing with six (6) years of clinical experience, preferably in an outpatient or public health setting.
- Bachelor's degree in Nursing (BSN) with four (4) years of clinical experience, preferably in an outpatient or public health setting.
- Physician Assistant with an MPAS, MHS, MMSc or equivalent and three (3) years of clinical experience.
- Pathologist's Assistant with an MSc, MHS or equivalent and three (3) years of clinical experience
- At least seven (7) years of experience as a Medical Investigator I or II or equivalent.
- Advanced certification by the ABMDI can substitute for two (2) years of experience.

WORKING CONDITIONS :

Must be able to stand for extended 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.