



DATE: 6.12.2024

TITLE: Medical Investigator II		
HUMAN RESOURCES USE ONLY:	SALARY TABLE: AP	CLASS CODE: PN398
UNION: P &A, Local 1979, U.A.W.	SALARY GRADE: 12	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 public.

ESSENTIAL JOB FUNCTIONS	% TIME
<p>Take death notifications via telephone and decide that the case should be <i>accepted</i> (come in for an examination) or <i>released</i> back to the family or healthcare agency.</p> <p>Handle cases that are low to moderately complex.</p> <p>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.</p> <p>Reception of the body at the morgue, with documentation of intake, as well as weighing and measuring body.</p>	35
<p>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. Manage cremation permit requests.</p> <p>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.</p> <p>Acts a mentor to new hires and Medical Investigator I. Provides training on site investigations where death occurs, and guidance on internal procedures.</p>	35
<p>Perform detailed searches of public and other records where the identity of the deceased is unknown.</p>	20
<p>Other duties as assigned.</p>	10

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 Experience

Ability to earn Board certification by the American Board of Medicolegal Death Investigators (ABMDI) within 18 months.

3 years previous experience as Medical Investigator I role or 4 years relevant job experience.

High School diploma or equivalent. Education/training equivalent to associate's degree.

Valid Driver's License.

Knowledge, Skills and Abilities

Knowledge of Michigan and local laws that pertain to the county medical examiner and the medicolegal death investigator.

Knowledge of first responder health and safety requirements including basic firearms safety.

Basic knowledge of photography.

Ability to secure, control and account for property taken into custody, including pets.

Knowledge of documentation principles and the ability to prepare clear, concise and accurate reports.

Knowledge of investigative principles, scene safety and scene management.

Ability to establish and maintain cooperative working relationships with those contacted.

Ability to communicate sensitive information effectively, both orally and in writing to diverse audiences and family members.

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.

May be exposed to a variety of fumes, odors, chemicals, diseases and animals.

ADDITIONAL COMMENTS:

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

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