



MARICOPA COUNTY JOB DESCRIPTION

Medical Investigator Supervisor

MARKET RANGE TITLE: Medicolegal Death Investigator Supervisor

DEPARTMENT: MEDICAL EXAMINER

DIVISION/SECTION/UNIT: 2950 - Investigations

FLSA STATUS: NON-EXEMPT

CLASSIFIED/UNCLASSIFIED: CLASSIFIED

POSITION NUMBER: 68509, 69893, 65887

JOB CODE: SFR020

POSITION OVERVIEW

The purpose of this position is to provide supervision to a group of Medicolegal Death Investigators in order to promote effective and efficient investigations for deaths that are within the jurisdiction of the Medical Examiner. This position works closely with the management team to ensure that policies and procedures are properly implemented and carried out. This position provides feedback, training and guidance on the medicolegal death investigations process to Medicolegal Death Investigators.

ESSENTIAL JOB TASKS

(This is not an all-inclusive list of all job duties that may be required; employees will be required to perform other related duties as assigned. List in order of importance.)

- Coordinates and supervises the daily operations and activities of a group of Medicolegal Death Investigators to ensure adherence to policies and procedures.
- Develops long- and short-term plans involving the needs of the investigation section, as well as monthly quality control audits.
- Conducts Medicolegal Death Investigator performance evaluations, counsels employees on performance problems, assigns and reviews work, and prepares work schedules for Medicolegal Death Investigator staff.
- Develops and modifies investigation policies, systems, work methods, procedures and standards under the direction of the Chief Medical Investigator
- Participates in the recruitment process and interviews applicants for Medicolegal Death Investigator.
- Accompanies Medicolegal Death Investigators on scene calls to evaluate proficiency and provide quality assurance.
- Conducts death investigations in complex or high profile cases to obtain information and evidence to assist forensic pathologist with the determination of the cause and manner of death.
- Makes recommendations as to departmental policies, implements policies and procedures and resolves internal workflow and processing problems.
- Responsible for preparing and maintaining the budget for the supplies and services used in the investigation section.
- Maintains professional and technical knowledge; attends educational workshops; reviews professional publications; establishes networks in related fields; and participates in professional societies.
- Conducts staff meetings, presentations and does outreach to community groups.

- Provides work instruction and assists employees with difficult and/or unusual assignments. Encourages regular communication, informs staff of relevant business issues and their impact on the organization.
- Supervises the training of Medicolegal Death Investigators in investigative techniques, rules of evidence and legal developments affecting their investigative work.
- Coordinates work of Medicolegal Death Investigators to ensure deadlines are met.
- May be required to perform the functions of the Medicolegal Death Investigator when needed.
- May be required to give sworn testimony in a deposition or before a court or other legal tribunal.
- Performs special tasks and projects as necessary or assigned.

POSITION QUALIFICATIONS

Minimum Education and/or Experience:

Bachelor's Degree in Natural Science, Criminalistics or a related field. Three years' experience in medicolegal death investigation.

Additional education or experience may substitute for the educational and experience requirements on a year for year basis.

Specialized Training, Certifications, and/or Other Special Requirements:

Current certification in good standing as a Diplomat or Fellow of the American Board of Medicolegal Death Investigation (ABMDI); or lapsed certification and the ability to obtain recertification within 18 months of hire; or eligible for certification (have met ABMDI requirement of 640 hours of work experience in a Medical Examiner or Coroner office with the primary responsibility of death investigation) and the ability to obtain certification within 18 months of hire.

Knowledge, Skills, and Abilities:

Knowledge of computer applications, including the ability to create training presentations and forms; strong written and oral communication skills; knowledge of applicable laws and statutes, and chain of custody requirements; comprehends medical terminology, prescription medications and their uses, human anatomy, and investigation techniques and methods, particularly as they relate to death investigations to include interviewing techniques, analytical, written and oral communication skills. Ability to establish effective working relationships with internal and external contacts; maintain accurate records; ability to understand, perform and direct the complex task of removing decedents from diverse and difficult death scenes.

Preferred Education and/or Experience:

Experience in a lead or supervisory capacity. Bachelor's degree in a natural science or criminology field or an approved equivalent combination of education and credentialing and five years of medicolegal death investigation experience or Master's degree in natural science or criminology field and three years of medicolegal death investigation experience.

Preferred Training, Certifications and/or Other Special Requirements:

Bilingual in English/Spanish

Working Conditions:

Sufficient strength and physical and emotional stability to work under adverse conditions. Hours are full-time and works some holidays, nights and weekends, shift work may be required. Must work with decedents in a decomposed state, and understand and perform the complex task of removing decedents from diverse and difficult death scenes; lift and carry 100 pounds.

REPORTING STRUCTURE

Supervision Received: Chief Medical Investigator

Supervision Exercised: Under the direction/supervision of the Chief Medical Investigator, supervises a group of Medicolegal Death Investigators and provides guidance as supervisor on duty for Medicolegal Death Investigators and Case Information Specialists.