



POSITION OPEN

MEDICO-LEGAL DEATH INVESTIGATOR Office of the Medical Examiner

2746-03

PURPOSE OF CLASSIFICATION: The purpose of this classification is to assist with the investigation of deaths reported to the Medical Examiner. Duties include, but are not limited to: seeking, gathering, and documentation of pertinent circumstantial, historical, and other Medico-legal data; aiding in identification of and determining cause and manner of death; preservation of evidence and anticipated future questions; communicating and coordinating with the Medical Examiner and Manager, Medico-legal Death Investigators; and performing additional duties as assigned by the Manager, Medico-legal Death Investigators.

ESSENTIAL FUNCTIONS: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Seeks and gathers facts and additional data necessary to establish the Medical Examiner's jurisdiction. Communicates and coordinates with the Medical Examiner, the Manager, Medico-legal Death Investigators, family members, employers, witnesses, and personnel from law enforcement, hospital, medical, civil, mortuary, insurance, and other fields. Responds to the death scene or body location under the direction of the Chief of Investigations and the Medical Examiner, as appropriate. Inspects and documents by means of notes, diagrams, sketches, and photography the appearance and condition of the locale, body, and other pertinent objects on or near or associated with the body. Coordinates the release and removal of the body with the appropriate responding law enforcement agency, as directed. Assists the Medical Examiner with preliminary external examination of the body as appropriate with reference to identification of findings and factors related to time, place, manner, and cause of injury, disease, or death; and with reference to routine physical characteristic documentation and identity. Assists the Forensic Anthropologist and the Manager, Medico-legal Death Investigators in obtaining antemortem dental and/or medical records necessary in the positive identification of human remains. Obtains pertinent past and present medical, social, family, and other history from persons and sources associated with the decedent, including family, physicians, hospitals, co-workers, employers, and law enforcement agencies. Supervises Chain of Custody in forensic cases, working closely with the law enforcement agencies to ensure appropriate release of evidence. Initiates and assists with necessary follow-up investigations and communications with the appropriate law enforcement agencies and legal entities. Acts as official representative of the Medical Examiner, as appropriate, for records review, discussions, and conferences with other agencies or for depositions or courtroom testimony. Assists with necessary follow-up investigations and communications

ADDITIONAL JOB FUNCTIONS: When directed by the Manager, Medico-legal Death Investigators or the Medical Examiner, responds immediately to following situations: homicides, suicides, child deaths, industrial deaths, in-custody deaths, and police involvement deaths. Responds to and reports immediately if called upon by local regional or central office supervisors, as part of a coordinated emergency response by the Knox County Department of Health. Performs other related duties as required.

MINIMUM TRAINING AND QUALIFICATIONS: Bachelor's Degree in related field and three (3) years acceptable and proven experience, or Master's Degree in related field with one (1) years acceptable and proven experience in related field; with two (2) years in Forensics or combination of Mortuary Science. In addition, you shall meet at least one of the following criteria: licensed EMT, paramedic, registered nurse, physician's assistant or a person registered by or a diplomat of the American Board of Medico-legal Death Investigators. American Board of Medico-legal Investigators license is required to maintain this position. Must obtain continuing education and training, as available, as directed in order to maintain high standards in learning and implementing new investigative methods. Must have and maintain a valid Tennessee Driver's License. Must meet and maintain qualifications to drive Knox County vehicles.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Physical demand requirements are at levels of those for work. Standing long periods of time and bending, stooping, pushing, or pulling. Must be able to lift and/or carry weights of approximately ten to 300 pounds with assistance.

Salary: \$40,884.47 annually

Deadline: All applications must be received in the office by January 23, 2015 (4:30 p.m.)

If you need reasonable accommodations to complete an application or for an interview, please contact the Department of Human Resources. Some accommodations take several days to arrange. Please notify us early to make the arrangements.

Non-discrimination: Knox County prohibits discrimination in employment on the basis of race, color, sex, age, religion, national origin, and disability status.

APPLY TO: *Knox County Human Resources, Room 360, City/County Building, 400 Main Street, Knoxville, TN 37902. Knox County is an Equal Opportunity Employer.*

We provide veteran's preference for all valid DD-214's