

## **CLASS TITLE: SUPERVISING MEDICAL EXAMINER INVESTIGATOR**

Class Code: 02720900

Pay Grade: 32A

EO: C

### **CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To conduct medical-legal investigations and examinations of deaths reported to the Office of the State Medical Examiners; to assist in determining the jurisdiction of the Office of the State Medical Examiner over such cases; and do related work as required.

**SUPERVISION RECEIVED:** Works under the functional supervision of a Chief or Deputy Chief Medical Examiner who reviews work for satisfactory performance and conformance to existing standards.

**SUPERVISION EXERCISED:** Supervises Scene Investigators, Investigative Agents, Medical Examiner's Agents, technical employees and other staff as required.

### **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To conduct medical-legal investigations and examinations of deaths reported to the Office of the State Medical Examiners; to assist in determining the jurisdiction of the Office of the State Medical Examiner over such cases

To receive and evaluate initial reports of deaths to the Office of the State Medical Examiner.

To investigate circumstances surrounding medical-legal deaths, including potential evidence and body examinations at scenes, when appropriate, and report such findings to the Chief Medical Examiner or his/her designee.

To report such findings to the Chief Medical Examiner or his/her designee.

To obtain medical, law enforcement, occupational or other historical data on cases accepted for jurisdiction.

To obtain and record adequate information necessary to issue complete and accurate death certificates.

To compile findings and interpretations in order to create official investigative reports.

To assist in the transportation of decedents to the State Morgue.

To ensure that all specimens obtained during medical-legal investigations are transported promptly to the appropriate laboratory and/or specialist for testing.

To ensure that the investigative/agent staff have the appropriate and necessary supplies and equipment to conduct investigations and examinations.

To ensure that all examination rooms have the necessary and appropriate supplies for the performance of medical-legal examinations.

To ensure that the vehicles assigned to the State Medical Examiner Office are properly maintained and in good working order.

To perform various administrative and supervisory duties as assigned by the Chief Medical Examiner or his/her designee.

To perform various data management duties as they relate to case development/management within the office of the State Medical Examiner.

To perform the duties of a Medical Examiner Agent, Medical Examiner Investigative Agent and/or Senior Medical Examiner Agent, when required by the Chief Medical Examiner or his/her designee.

To write and/or dictate investigative reports.

To oversee the removal and/or release of decedents (including their personal effects) to appropriate agencies and/or funeral directors.

To coordinate the activities and assign work and schedules for Scene Investigators, Investigative Agents and ME Agents to ensure efficient and accurate performance of their duties.

To coordinate and implement the necessary training for investigative/agent staff, under the direction of the Chief Medical Examiner.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques required in the performance of medical-legal investigations; the ability to obtain and record the information needed for the adequate evaluation of deaths of medical-legal significance; the ability to communicate with law enforcement officials and other investigatory agencies; and related knowledge, skills, and capabilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's degree, as well as ABMDI (American Board of Medico-Legal Death Investigators) Certification, and

Experience: Such as may have been gained through: substantial employment in a responsible position in the field of medical-legal death investigation, including examination of the scene of death.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

## **SPECIAL REQUIREMENTS:**

Conditions for appointment:

1. At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.
2. Must possess and maintain a valid motor vehicle driver's license.
3. Must possess and maintain Certification as a Medicolegal Death Investigator by the American Board of Medicolegal Death Investigators (ABMDI).

Class Created: November 2, 2014