

LINN COUNTY CLASSIFICATION

TITLE: DISTRICT MEDICAL-LEGAL DEATH INVESTIGATOR

NUMBER: 655

APPROVAL ORDER NUMBER: 2018-051

PAY RANGE: N/A

DATE: FEBRUARY 13, 2018

CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: The District Medical-Legal Death Investigator is responsible for conducting death investigations pursuant to duties outlined in the Oregon Revised Statutes.

SUPERVISION RECEIVED: The District Medical-Legal Death Investigator duties are prescribed by ORS Chapter 146 and are directed by the State Medical Examiner and the District Attorney.

SUPERVISION EXERCISED: Exercises supervision over Office Specialist(s) and Medical-Legal Death Investigator(s) and provide performance feedback.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Respond to death scenes, examine body and document physical findings and participate in all aspects of the death investigation. Obtain blood and body fluids.
2. Assist with photographing, collecting and documenting evidence. Complete State mandated reports. Interview witnesses and next-of-kin and provide both expert and fact witness testimony in court as needed.
3. Acquire and assist with interpretation of medical records. Arrange, attend and assist with autopsies as needed.
4. Work closely with law enforcement, medical providers, funeral homes and District Attorney's office. Assist with training, support and coordination of the Medical Examiner's office.
5. Review all County death certificates, amend death certificates as necessary and sign all death certificates not signed by the State Medical Examiner and ensure statutory requirements for County Medical Examiner system are met.
6. Provide consultation and back-up consultation for policy and procedure issues relating to death investigations.
7. Perform periodic budget review and meet with the District Attorney regarding administrative activities and budget.
8. When needed be primary on-call and/or backup on-call person.

9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment for the position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Must have a working knowledge of effective methods of medical and criminal investigation and basic forensic photography. Knowledge of State statutes regulating death investigations and basic rules of legal evidence/chain of custody, as well as, basic principles of anatomy, physiology, pharmacology and medical terminology. Must be able to prepare clear, concise and comprehensive reports; assist persons undergoing emotional stress or mental disorder while maintaining a professional and objective posture. Establish and maintain effective working relationships with fellow deputies, complainants, crime victims and suspects, witnesses and the general public.

EXPERIENCE, EDUCATION AND TRAINING: An Associate or Bachelors degree from an accredited college or university with significant coursework in nursing, science or other health care related fields. Clinical experience in emergency, trauma, clinical forensic nursing or death investigations. Completion of requirements for Oregon Certified Medicolegal Death Investigator status within six months of hire date. Completion of requirements to earn Diplomat status from the American Board of Medicolegal Death Investigators within two years of hire date. Any combination of experience and training that provides the required knowledge and abilities may be considered.

NECESSARY SPECIAL REQUIREMENTS: Must complete a background check and possess a valid Oregon Driver's License.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors and outdoors in a variety of environments and in all weather conditions. Duties may involve moderately strenuous physical activity, extensive driving or computer time and exposure to unpleasant elements at death scenes. The work requirements include the ability to see, talk and hear, sit and stand; walk, use hands to finger, handle or operate objects, tools or controls; to reach with hands and arms and to move or lift fifty (50) pounds.