

SNOHOMISH COUNTY JOB DESCRIPTION

MEDICAL INVESTIGATOR III

Spec No. 4040

BASIC FUNCTION

Responsible for leading and coordinating the investigative and forensic pathology activities of the Medical Examiner's Office. May perform the work of and/or assist subordinate staff in the work unit. Prioritizes and assigns work to subordinate level employees; reviews subordinate work to ensure accuracy, completeness and compliance with established procedures. Serves as the liaison between law enforcement, chaplains, funeral homes, hospitals, fire/EMS for investigative matters, Assists the Operations Manager with scheduling and coordination of Medical Investigator work assignments, vacations, sick leave, technical training, guidance and direction.

STATEMENT OF ESSENTIAL DUTIES

1. Serves as lead worker over Medical Investigators. Serves as mentor and role model for subordinates regarding compliance with the office policies, procedures and values. Serves to maintain and improve the quality, productivity, efficiency, and safety of Medical Investigators' work performance.
2. Plans assigns and schedules work activities consistent with department policies and procedures, quality control, safety measures, performance goals, the daily workload and time demands; monitors and inspects work production and quality to ensure timely completion and compliance with instructions, procedures and standards; enforces safety rules and regulations; provides coverage as necessary for shift vacancies and during emergency situations.
3. Fills employee work schedule to ensure adequate coverage seven days per week, 24 hours per day, 365 days per year. Provides shift coverage when needed. Reviews and approves employee timesheets, sick leave and overtime.
4. Performs the duties of the Medical Investigator II. Responds to and investigates deaths that meet medical examiner criteria; and/or assists the forensic pathologists with postmortem examinations and all related follow-up duties.
5. Performs the duties of the Medical Investigator I. Responds to and investigates deaths that meet medical examiner criteria.
6. Trains subordinates as needed. Creates ongoing training protocols for new and lateral investigators. Provides technical consultation, assistance and guidance, day to day coaching, and on the job training to investigators and new employees; analyzes employee training needs; develops schedules and conducts quarterly training programs; organizes and participates in death investigation seminars; maintains training records, and assists Chief Medical Examiner with preparation of employee evaluations and other personnel related matters.
7. Assists subordinates with complex or difficult cases.

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STATEMENT OF ESSENTIAL DUTIES (Continued)

8. Coordinates with law enforcement and the Executive's Office for media releases of decedent information.
9. Directs custody of and arranges for the disposition of decedent's who die indigent or with with no known next of kin or other legally responsible representative. Perform or direct comprehensive next of kin searches.
10. Performs evidence gathering, security and transfer to appropriate agencies as necessary to maintain chain of custody; maintains work areas and equipment in a safe and sanitary condition.
11. Oversees or performs the regular inventory, purchase and maintenance of investigative/pathology supplies and equipment. Ensures that technical equipment is properly maintained, regularly serviced and functional.
12. Recommends, develops, implements and administers policies, procedures and guidelines related to investigations and multi-fatality events; participates in and evaluates simulated disaster drills.
13. When assigned to investigations, participates in and coordinates the daily activities of the investigative staff including next of kin research, and unidentified or unclaimed decedent disposition. Acts as team leader on complex or specialized investigations, and coordinates response to regional death investigations and disaster response and recovery activities.
14. When assigned to pathology, participates in and coordinates the daily activities of the investigation staff assigned to pathology, including evidence and specimen collection, maintenance, transfers and audits. Acts as team leader on complex or specialized investigations, and coordinates response to regional death investigations and disaster response and recovery activities.
15. Required to carry personal pager twenty-four (24) hours a day, seven (7) days a week (24/7) and may be on call 24/7.

STATEMENT OF OTHER JOB DUTIES

1. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor's degree in biology, chemistry, clinical pathology, medicine, or forensic science with course work in anatomy and physiology; PLUS, five (5) years of experience directly related to specific job assignment (death investigation or autopsy assistance), including two (2) years

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MINIMUM QUALIFICATIONS (Continued)

of experience supervising subordinate medicolegal investigation/pathology staff; OR, any combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

PREFERRED QUALIFICATIONS

Five (5) years' experience supervising subordinate medicolegal investigation/pathology staff is preferred.

SPECIAL REQUIREMENTS

ABMDI registered or graduation from an accredited pathology assistant program is required.

Possession of a valid Washington State driver's license, unrestricted except as to vision, is required at the time of, or within 15 days of appointment. Required to successfully pass a background investigation, to include criminal record background check and fingerprinting. Also required to pass a drug test, medical evaluation, physical fitness for duty test, and psychological test. Required to carry an employer-issued cell phone and/or personal pager both while on and off shift for contact and communication.

Required to work as a team member and must be able to independently utilize strong decision making and critical thinking skills that are within the scope of this position.

KNOWLEDGE AND ABILITIES

Knowledge of:

- physiology, anatomy, chemistry and biology as applied to pathology
- blood/airborne pathogens and universal precautions for personnel safety
- advanced medico-legal photographic techniques including data storage
- histological theory, techniques and procedures
- proper practices in the care and operation of assigned equipment
- advanced human anatomy
- criminal investigation and identification procedures
- appropriate procedures for handling contaminated or infectious specimens or bodies
- medical terminology, anatomy and physiology
- evidentiary and chain of custody procedures
- mass casualty procedures
- laws, rules and regulations governing the operations of the medical examiner's office
- supervision and scheduling
- knowledge of supervisory and budgetary/cost saving principles and techniques
- word processing, spreadsheets, digital imaging and databases

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- encourage, motivate and promote cohesion in alignment with the office goals
- plan, coordinate, lead and evaluate the work of subordinate employees
- analyze operations and take effective action to correct deficiencies and resolve problems
- work effectively in situations involving natural and violent deaths and decomposed bodies
- conduct death investigations to allow determination of cause of death
- lift and transport dead bodies
- apply advanced photographic and radiographic techniques
- deal effectively with bereaved family members
- establish and maintain effective work relationships with public and private officials, associates, coworkers, the news media and the general public
- communicate effectively, orally and in writing
- maintain accurate written records and prepare required reports
- work independently with minimal supervision
- train new employees and coworkers
- act as team leader in complex investigations
- develop specialized death investigation skills
- work with bodies exhibiting various degrees of decay, mutilation, infestation, and disease including communicable diseases such as tuberculosis, hepatitis, and AIDS

PHYSICAL EFFORT

Good physical condition is required, as the employee in this position occasionally performs strenuous physical labor associated with the investigation of the cause of the death and the transportation of human remains in excess of one hundred and seventy-five (175) pounds to the Medical Examiner's Office.

SUPERVISION

The employee receives general supervision from the Operations Manager who reports directly to the Chief Medical Examiner. When serving in pathology, the majority of his/her direction is from the Medical Examiner. The Chief Medical Examiner or the Associate Medical Examiner, as delegated, is available to furnish detailed instructions and guidelines in the event of unusually technical or difficult procedures or problems. Work is reviewed through meetings, status reports and results obtained.

WORKING CONDITIONS

The work involves field trips to the scene of deaths and exposure to decomposed bodies, contagious diseases, and other biological and environmental hazards. The employee may be required to conduct investigations at the scene of accidents, natural and man-made disasters,

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and in remote locations. Autopsy and laboratory work is performed in the county morgue and requires the use of needles and surgical instruments. Paperwork is performed in a normal office
WORKING CONDITIONS (Continued)

environment. Employee may be required to work rotating shift assignments, including weekends and holidays and on-call twenty-four (24) hours a day, seven (7) days a week. Must carry a pager 24/7.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: July 1988 as Medical Investigator, Senior
Retitled and Revised: January 1999 - Medical Investigator, Lead
Retitled and Revised: January 2000 as Medical Investigator, Supervisor
Retitled and Revised: April 2011
Revised: August 2017, December 2018
EEO Category: 2 – Professionals
Pay Grade: 242 – Classified Pay Plan
Workers Comp: 1501 Hazardous