

<b>Job Title:</b>	<b>Med Death Investigator Trainee</b>	<b>Position Number:</b>	<b>50463190</b>
<b>Department:</b>	<b>Forensic Center</b>	<b>Job Family:</b>	<b>Medical</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>	<b>Job Role/Level:</b>	<b>Technical Specialist 2</b>
<b>Market Range:</b>	<b>MR07</b>	<b>Date:</b>	<b>10/20/2023</b>
<b>JOB ID#:</b>	<b>23000002A3</b>	<b>New or Repost:</b>	<b>Repost</b>

*Market Range: 07*

*Minimum Salary: \$20.65/Hourly*

***THIS IS A GRANT-FUNDED POSITION***

**JOB SUMMARY/ESSENTIAL JOB FUNCTIONS:** The Med Death Investigator Trainee assists with the investigation of deaths reported to the Medical Examiner, particularly as it pertains to the seeking, gathering, and documentation of pertinent circumstantial, historical, and other medicolegal data. This position aids the Medical Examiner with the identification of decedent, determination of cause and manner of death, preservation of evidence, and anticipated future questions.

**DUTIES AND RESPONSIBILITIES:**

1. Takes death reports from local law enforcement, healthcare institutions, District Attorney General's Office, and Medical Examiners from Shelby County and 14 other West Tennessee Counties.
2. Provides written documentation of said reporting and enters demographic, timeline, and investigative information into the computer database.
3. Responds to scenes and documents the scenes with photography; performs a brief body examination.
4. Obtains investigative information including medical records, police reports, EMS run sheets, etc.
5. Makes verbal presentation of casework to forensic pathologists and the Director of Investigations.
6. Requests and receives blood samples from hospitals as determined by the forensic pathologists.
7. Conducts in-dept interviews and obtain information both in-person and on the phone.
8. Interviews family member to complete the SUIDI form and performs a scene reenactment for all SUIDI deaths.
9. Assists family members with positive identifications.
10. Requests medical records on medical examiner cases and reviews records.
11. Reviews death certificates submitted by the Shelby County Health Department to determine if the cause of death is appropriate.
12. Responds to requests for assistance with death certificates from TN State Vital Records and funeral homes.

13. Assists with identification of decedents by checking fingerprint records, obtaining dental records, taking buccal swabs from family members for DNA, conducting interviews, and performing internet searches for identification.
14. Performs other related duties as assigned.

**MINIMUM REQUIREMENTS:**

**EDUCATION:** Bachelor's Degree in Forensic Science, Biology, or a closely related field. *(Master's Degree preferred)* **(TRANSCRIPT REQUIRED)**

**EXPERIENCE:** One (1) year of acceptable and proven experience in death investigation; **OR** a combination of related education and work experience to equal nine (9) years of related experience. Must have a valid Driver's License.

**LICENSE/CERTIFICATION:** Certification from the American Board of Medicolegal Death Investigators is required within one (1) year of the hire date. **(COPY OF LICENSE/CERTIFICATION REQUIRED)**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the rules and regulations affecting the operation of the Medical Examiner's Office; knowledge of company policies and procedures.
- Knowledge of customer service and telephone etiquette.
- Knowledge of safety procedures; knowledge of the rules of evidence and court procedures.
- Ability to follow oral and written instructions.
- Ability to establish and maintain effective working relationships; ability to interface with personnel from various outside entities including law enforcement.
- Ability to draw logical conclusions and exercise independent judgement.
- Ability to operate a smartphone and fax machine/copier/scanner.
- Ability to work in a fast-paced, team-oriented environment.

**TYPICAL WORKING ENVIRONMENT:** Work is generally performed in a clinical setting or exam room. The position will occasionally be exposed to environmental elements such as heat, rain, or cold when conducting on-site crime scene investigations. The position will also be exposed to biohazards and chemicals necessary for the autopsy procedures during the pre and post-mortem process.

**WORK SCHEDULE:** Must be available to work evenings, overnight, weekends, holidays, and administrative closing shifts.