**Job Title:** Medicolegal Death Investigator  
**Position Number:** 50199133  
**Department:** Forensic Center  
**Job Family:** Medical Technical  
**FLSA Status:** Non-Exempt  
**Market Range:** MR09  
**Date:** 08/10/2023  
**New or Repost:** Repost  
**JOB ID#:** 23000001PC

**Market Range:** 09  
**Hiring Salary:** $22.77/Hourly

**THIS IS A GRANT FUNDED POSITION**

**JOB SUMMARY/ESSENTIAL JOB FUNCTIONS:** The Medicolegal Death Investigator assists with the investigation of deaths reported to the West Tennessee Regional Forensic Center, Office of the Medical Examiner, particularly as it pertains to the seeking, gathering, and documentation of pertinent circumstantial, historical, and other medicolegal data. Aids the Medical Examiner with identification of the decedent, determination of cause and manner of death, preservation of evidence, and anticipated future questions.

**DUTIES AND RESPONSIBILITIES:**

1. Receives and responds to the initial report of a death or request for cremation.
2. Creates an office record with the preliminary information.
3. Seeks and gathers facts and additional data necessary to establish the Medical Examiner’s jurisdiction.
4. Communicates and coordinates with the Medical Examiner, family members, employers, witnesses, and personnel from law enforcement, hospital, medical, civil, mortuary, insurance, and other fields.
5. Responds as appropriate to the death or injury scene or body location; 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.
6. Makes 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.
7. Obtains pertinent past and present medical, social, family, and other history from persons and sources associated with the decedent, including family, physicians, hospitals, coworkers, employers, and law enforcement agencies.
8. Prepares for collection and removal of the body and any pertinent valuables or evidentiary materials, and removes or transports the body or materials to the appropriate location or facility.
9. Ensures the preservation and storage of evidentiary items and materials, available records, the body, and any associated clothing, valuables, or personal effects.
10. Performs other related duties as assigned.
MINIMUM REQUIREMENTS:

EDUCATION: Bachelor's Degree. *(Master’s Degree preferred)* *(TRANSCRIPT REQUIRED)*

EXPERIENCE: Two (2) years acceptable and proven experience in death investigation; law enforcement; and/or Licensed Paramedic/EMT; **OR** a combination of related education and work experience to equal ten (10) years of related experience. Must have valid Driver’s license.

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

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

KNOWLEDGE, SKILLS, AND ABILITIES:
- Knowledge of laws and standards of medico legal investigation, anatomy, physiology, medical terminology, and forensic pathology.
- 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 work in a fast-paced, team-oriented environment.

WORK SCHEDULE: Must be available to work rotating shift, overnight, weekends, and holidays.

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