

SNOHOMISH COUNTY JOB DESCRIPTION

MEDICAL INVESTIGATOR II

Spec No. 4109

BASIC FUNCTION

To investigate the scene and circumstances surrounding deaths coming under the jurisdiction of the Medical Examiner's Office and to assist the pathologist with autopsies.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Receives notification of deaths, determines jurisdiction within the Medical Examiner's Office standard guidelines.
2. Responds to investigate death; photographs the scene and decedent; conducts visual inspection of the decedents and makes notes of the condition of the body; collects and reviews medical records and demographic information that is pertinent to cause and manner of death.
3. Gathers, secures and transports human remains; collects, preserves and transports evidence relevant to the cause and manner of death from death scenes and autopsies.
4. Locates and notifies next-of-kin; collects, secures and releases personal property to next-of-kin; releases human remains to funeral homes. Transfers evidence via chain-of-custody to law enforcement agencies.
5. Writes complete, accurate and comprehensive statements of investigation, describing the scene and circumstances of death to assist the Medical Examiner (pathologist) in the determination of cause and manner of death.
6. Performs general housekeeping duties, restocks supplies.
7. Answers phones, performs data entry and routine office functions, maintains logs and records of work performed, works with bereaved families with respect and compassion, provides courteous, high quality service to members of the public and co-workers. May be required to provide testimony in court.
8. Sets up in advance of autopsies, prepares room, selects instruments, sets up scale and specimen containers; after autopsy cleans room, instruments, equipment and containers.
9. Prepares decedents for autopsy, including obtaining weights and measurements, fingerprints, photographs and radiographs.
10. Under the directions of the pathologist, assists with examinations, including but not limited to performing eviscerations, collecting and preserving toxicology samples and evidence, maintains detailed records. sutures and cleans body for release.

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STATEMENT OF OTHER JOB DUTIES

11. Performs other related duties as may be required.

MINIMUM QUALIFICATIONS

Must be at least 21 years of age. Must have three (3) years of experience conducting medicolegal investigations for a medical examiner or coroner's office; OR, any combination of investigative, pathology assistant/autopsy technician and medical training (e.g. nursing, medic, surgical tech); AND an Associate's degree with course work in biology, anatomy, or physiology. Must pass all job-related tests.

PREFERRED QUALIFICATIONS

Bachelor's degree is preferred.

One year of experience in autopsy assistance is preferred,

SPECIAL REQUIREMENTS

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 successfully pass the registration examination for the American Board of Medicolegal Death Investigators (ABMDI) within six (6) months of hire date.

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:

- blood/airborne pathogens and universal precautions for personnel safety
- criminal investigation and identification procedures
- medical terminology and their abbreviations, human anatomy and physiological functions of the human body, and histological and cytologic theory, techniques and procedures
- appropriate procedures for handling contaminated or infectious specimens or bodies
- judicial requirements regarding the chain of custody for evidence collection, handling and preservation
- applicable State and local laws pertaining to Medical Examiner investigations
- death investigative/medical interview techniques

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KNOWLEDGE AND ABILITIES (Continued)

- photography, x-ray and autopsy techniques
- strong basic computer skills
- telephone, office and online etiquette

Ability to:

- lift bodies of various weights in various environmental locations as a regular part of the job
- gather relevant factual information as to circumstances surrounding death
- research and prioritize information; prepare accurate, complete and concise reports
- photograph decedents and evidence, take x-rays, collect and label specimens, and assist Medical Examiners in the performance of autopsies
- communicate effectively with a variety of individuals representing diverse socioeconomic and cultural backgrounds and function calmly in stressful situations, which require a high degree of sensitivity, tact and diplomacy
- Effectively maintain good working relationships with management, co-workers, public and private officials, and the general public
- work with bodies exhibiting various degrees of decay, mutilation, infestation, and disease (including communicable diseases such as tuberculosis, hepatitis, and AIDS)
- read, understand and gather pertinent information from medical records and other documentation

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

Employees receive general supervision from the Medical Examiners, Chief Medical Investigator, Deputy Director or Medical Investigator III. Investigative work is performed with a high degree of independence and is reviewed through status reports and meetings. Pathology assistance is performed under the general supervision of a Medical Examiner. Work is reviewed on-the-job and 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, and in remote locations. Autopsy and laboratory work is performed in the county morgue and

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WORKING CONDITIONS (Continued)

requires the use of needles and surgical instruments. Paperwork is performed in a normal office environment.

Required to perform shift work. May be required to work a variety of shifts including shifts during nights, afternoons, days, holidays, and weekends. Will be required to work in emergency situations. May be on on-call status 24 hours a day, 7 days a week.

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: October 2010
Revised: April 2011, August 2017
EEO Category: 3 - Technicians
Pay Grade: 240 – Classified Pay Plan
Worker's Comp Code 1501-Hazardous