

ORANGE COUNTY CLASS SPECIFICATION

TITLE: CHIEF MEDICAL INVESTIGATOR **GRADE:** 17
TITLE ABBREVIATION: CHF MED INVEST **TITLE NO.:** 6153
JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** PR **FLSA CODE:** NE
DEPARTMENT: HEALTH **DIVISION:** MEDICAL EXAMINER
SUPERVISOR'S TITLE: MEDICAL EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: This is professional work which involves supervising and/or conducting independent and confidential clinical forensic death investigations resulting from accidental, criminal, homicidal, suicidal, suspicious or undetermined causes and determines if such death falls under the jurisdiction of the Medical Examiner. Work is performed under the general supervision of the Medical Examiner with wide leeway for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over other Medical Investigators and related support staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and/or investigates death scenes which involves performing a variety of specialized, technical tasks, such as initial body examination, drawing post-mortem specimens for analysis and assisting forensic pathologist with the autopsy;

Trains and supervises other medical investigators including per-diem staff;

Establishes and maintains office procedures to ensure accurate and timely record keeping in conformance with all medical and legal rules and regulations;

Maintains records and documentation on investigations and prepares reports on death scenes including recording detailed observations and taking forensic photographs;

Takes official possession of body and arranges for transport to local hospital, funeral home, etc.;

Makes field investigations of facts surrounding deaths which includes interviewing witnesses and reviewing police records, hospital records, committals, mental status, financial problems, events leading to death and facts leading to victim identification;

Recommends release of bodies or the need for autopsies on the basis of preliminary investigation of deaths;

Obtains and/or coordinates positive identification of bodies through visual personal identification, affidavit, x-ray, dental records, descriptive evidence, fingerprint records, etc.;

Maintains liaison with local, state and federal officials, hospital and hospice staff, funeral directors, the medical community, prison officials, etc.;

Provides information to next of kin and other family members of the deceased, regarding cause of death, manner and circumstance;

May testify in court and serve as an expert witness;

Attends training sessions on changes in law, investigative techniques, criminal forensics, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern forensic investigative methods and procedures in order to examine death scenes and collect evidence; through knowledge of investigative interviewing techniques; good knowledge of pathology and the principles and practices involved in performing autopsies in order to assist Medical Examiner; ability to train and supervise the work of others; ability to establish and maintain effective working relationships with others; ability to communicate effectively both orally and in writing; ability to prepare accurate and detailed reports and records; ability to lift dead weight; ability to remain calm and effective in crisis situations; tact; empathy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in health, forensic science, biochemistry, criminal justice or related field and two (2) years of professional experience conducting confidential investigations of deaths resulting from criminal, suspicious or undetermined causes; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in health, forensic science, biochemistry, criminal justice or related field and four (4) years of professional experience as outlined in (A) above; OR
- (C) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and six (6) years of professional experience as outlined in (A) above.