



CLASS SPECIFICATION

Class Code: 16052
Date Est: 02/2007
Last Rev: 05/2019
Last Title Chg: 10/2011
FLSA: exempt
Probation: 12 months

MEDICOLEGAL DEATH INVESTIGATOR/TECHNOLOGIST SUPERVISOR

DEFINITION

Under direction, organizes and supervises the daily operations of the Washoe County Medical Examiner/Coroner Autopsy and Investigation Unit; plans, develops and implements procedures for investigative and autopsy activities; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in criminal justice, biology or related sciences, or a closely related field AND three years of full-time experience in medicolegal death investigations or assisting with autopsies, including supervisory responsibility; OR five years of full-time experience assisting with autopsies or as a deputy medical investigator or coroner including at least two years of supervisory or managerial experience; OR any equivalent combination of training that provides the required knowledge and abilities.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

Diplomat Status from the American Board of Medicolegal Death Investigator's is required at time of application.

Certification as a Fellow with the American Board of Medicolegal Death Investigators is required within one year of time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision over investigative and autopsy staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Manage the activities of the Autopsy and Investigative Division of the Medical Examiner/Coroner's Office through the development and implementation of goals, objectives, policies and procedures.

Oversee daily operations by reviewing and recommending improvement in work methods, techniques, systems and equipment to facilitate effective operations and ensure investigations and autopsies are done to standard.

Maintain liaison and coordinate operations with other agencies as necessary.

Supervise investigative and autopsy staff including: selection of staff, training, assignment and review of work; coaching and mentoring; professional development of staff; conducting performance evaluations; implementation of discipline and conflict resolution; and coordinating employee work schedules to ensure adequate coverage seven days per week, twenty four hours per day.

Effectively and professionally represent the Medical Examiner/Coroner's Office at meetings with other County departments, public officials, agencies and community members as required.

Supervise the disposition of all personal properties and evidence handled by the office.

Investigate deaths and assist with autopsies under the jurisdiction of the Medical Examiner/Coroner; interview witnesses and take their statements; preserve evidence.

Take custody of, and arrange for the disposition of, the body and personal property of those who die with no known next of kin or other legally responsible representative.

Ensure that assigned personnel perform duties and responsibilities in a sage and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Departmental/divisional policies and procedures.

Countywide human resources policies.

State and local statutes, codes, regulations and standards governing the operations of the Medical Examiner/Coroner.

Medical terminology, anatomy and physiology.

Work related investigative and autopsy techniques and practices.

Management information systems and software programs used in the assigned area.

Principles of general management, training and supervision.

Ability to:

Plan, organize and coordinate the activities of the investigative and autopsy sections.

Select, supervise and evaluate the performance of assigned staff.

Maintain professionalism while dealing with difficult situations and/or clients.

Evaluate work priorities, procedures and processes to determine their effectiveness and efficiency.

Quickly assess situations, make independent logical decisions and anticipate consequence of action.

Read, interpret, apply and explain pertinent laws, statutes, codes, regulations and standards including administrative and departmental policies and procedures.

Operate a personal computer and a variety of software packages.

Maintain confidentiality of case information and records.

Exercise emotional control, especially under stressful situations.

Develop and present effective training programs appropriate for intended audiences.

Implement a safe work environment for employees and others and train staff in same.

Analyze operations and take effective action to correct deficiencies and resolve problems.

Work effectively in stressful situations involving natural and unnatural deaths and decomposed bodies.

Conduct death investigations and assist with autopsies to allow determination of the cause of death, protect and preserve evidence, lift dead bodies and deal effectively with bereaved families.

Establish and maintain effective work relationships with public and private officials and the general public.

Communicate effectively, orally and in writing.

Maintain accurate written records and prepare required reports.

Work independently with minimal supervision.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work under conditions involving exposure to noise and foul odors. Work is performed both inside and outside in all types of environmental conditions, and may involve exposures to decomposed bodies, contagious diseases, and vermin. Ability to stoop, crouch and kneel. Ability to lift and move bodies in excess of 100 lbs.

Corrected hearing and vision to normal range.

Ability to operate office, investigative, and autopsy equipment including computers, copiers, FAX machines, x-ray equipment, digital camera equipment, etc.

Must be available for on-call work and to respond to scenes during all hours of day and night.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.