



Medical Death Investigator

Medical Examiner

ME/2
Pay Grade: 18

JOB SUMMARY

This position is responsible for examining death cases to report to the Medical Examiner.

MAJOR DUTIES

- Reports to locations of deaths, makes death pronouncements, and transports decedents.
- Communicates with law enforcement, medical staff, and families to gather information.
- Prepares decedents for examinations.
- Inventories decedent medications.
- Investigates crime scenes; takes photographs with digital camera.
- Releases decedents following established policies and procedures; releases decedent property.
- Prepares written reports.
- Perform any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of crime scene investigation.
- Knowledge of Texas law as related to death scenes.
- Knowledge of medical terminology.
- Knowledge of computers and job related software programs.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise reports.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Chief Medical Examiner assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Texas Code of Criminal Procedures, Texas Family codes, and Texas Health Safety Codes. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied investigatory duties. The unique nature of each case contributes to the complexity of the position.
- The purpose of this position is to gather information to be used by the Medical Examiner in the determination of cause and manner of death. Success in this position contributes to the safety of the general public.

CONTACTS

- Contacts are typically with coworkers, law enforcement personnel, physicians, nurses, emergency medical personnel, attorneys, judges, and the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office, an examination room, at crime scenes, and outdoors, occasionally in cold or inclement weather. The employee may be exposed to dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective device such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.

- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Must have a high school diploma or GED from an accredited institution.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature	Print Name	Date
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Supervisor's Signature	Print Name	Date
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