



CLASS SPECIFICATION

Class Code: 60019505
Date Established: 07/2024
Last Reviewed:
Last Revised:
Last Title Change:
FLSA: non-exempt
Probation: 12 months

MEDICOLEGAL DEATH INVESTIGATOR/TECHNOLOGIST LEAD

DEFINITION

Under general supervision, provides lead direction to assigned staff; conducts increasingly complex death investigations; assists with postmortem examinations under the direction of a forensic pathologist; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Sixty (60) semester units from an accredited college or university which included courses in at least two of the following areas: anatomy, physiology, pathology and dissection, medical terminology, or a closely related field; AND three years of full-time experience as a technician in pathology, histology, surgery, or repeated exposure to catastrophic injury or death (e.g., paramedic, nursing, emergency room, forensic investigation); OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

American Board of Medicolegal Death Investigation (ABMDI) Diplomate Registration or Certification is required within one year of time of appointment and must be maintained for continued employment in this classification.

SUPERVISION EXERCISED

Exercises lead direction.

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

Provide lead direction to assigned staff; participate in interview process and make hiring recommendations; schedule staff to ensure proper staffing levels; provide training in work methods; assign and review work; oversee assigned projects; and provide input for performance evaluations and disciplinary issues.

Research, develop, and provide recommendations on internal policies and procedures to include improvements in workflow, department procedures, equipment, and documentation.

Meet with next of kin to explain complete death investigation findings, cause of death, funeral processes and jurisdictional requirements; handle escalated and increasingly complex inquiries from next of kin, partnering agencies, medical personnel, and others.

Examine bodies and death scenes which includes taking photographs, examining bodies, recording observations, taking fingerprints, collecting/preserving biohazardous/infectious specimens, interviewing witnesses, and collecting/preserving evidence and personal effects in response to calls from hospitals, nursing homes, citizens, law enforcement agencies, or other sources, to assist in determining probable cause and manner of death and necessity for autopsy or further examination.

Independently conduct increasingly complex death investigations and assists with autopsies under the general direction of a forensic pathologist for a wide variety of cases including, but not limited to, severe traumas, children and infants,

multiple fatality incidents, decomposed bodies, skeletal remains, violent crimes, infectious and biohazardous exposures, etc.; this includes responding to and investigating multiple death scenes and conducting multiple autopsies during a single shift.

Serve as an acting supervisor in the absence of the supervisor; perform on call duties to ensure efficient operations for the department.

May perform any and all of the examples of duties found on the Medicolegal Death Investigator/Technologist job class specification.

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

May provide direction to staff and oversee basic day to day operations of the investigation division in the absence of a supervisor.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance Level *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Nevada Revised Statutes, Washoe County Code, and local ordinances as they relate to the jurisdictional authority of the Medical Examiner's Office.

Department/division policies and procedures.

Organizational structure of Washoe County as it relates to programs, activities, and functions of assigned area(s).

Management information systems and software used in the assigned area.

Ability to:

Provide lead direction, work coordination, and training with a positive reinforcement style; promote a positive work environment.

Evaluate operations, including work processes and procedures, to determine effectiveness and efficiency.

Operate cameras, x-ray, and fluoroscope equipment.

Operate laser fingerprint and digital photography equipment.

File and retrieve case related data.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Medical terminology, anatomy, pharmacology, and physiology.

Postmortem changes and the variety of traumatic injuries in the human body.

Pathology and diagnostic techniques; autopsy protocol.

Radiology techniques.

Isolation and sterilization techniques.

Biohazards, radiation hazards, and biochemical hazards.

Toxicology requirements/evidence collection procedures.

Basic incident command and disaster management procedure.

Ability to:

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Recognize aspects of human anatomy and physiology related to identification of human and non-human remains and cause of death.

Witness catastrophic death scenes and autopsies; accurately observe, record, recall, and report information.

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

Write reports and complete forms related to autopsy findings that are free from grammatical errors and use appropriate terminology.

Maintain confidential data and information.

Exercise emotional control, especially under stressful situations.

Interact effectively with a variety of individuals from diverse socio-economic, ethnic, and cultural backgrounds, in person and over the telephone, often where relations may be strained.

Communicate effectively, both orally and in writing.

Establish, maintain, and foster effective and positive working relationships with all those contacted in the course of work.

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

Work is performed in an autopsy examination room, professional office, and various indoor and outdoor off-site locations on hard, slippery, or uneven surfaces, in variety of weather and climate conditions. Ability to stand for extended periods. Ability to independently lift and move bodies weighing over 100 lbs. Ability to use surgical instruments, x-ray equipment, photographic equipment, and standard office equipment including telephones, copiers, computers and fax machines. Ability to tolerate exposure to dust, gases, fumes, solvents and chemicals, blood and air borne pathogens. Ability to sit, stand, walk, climb, crawl, bend, kneel, and crouch for extended periods of time to conduct death investigations and autopsies.

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