

SNOHOMISH COUNTY JOB DESCRIPTION

MEDICAL INVESTIGATOR, CHIEF

Spec No. 1065

BASIC FUNCTION

To manage the Investigative Division of the Snohomish County Medical Examiner's Office and provides support to the Medical Examiner.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, coordinates, supervises and evaluates the work of Investigations and Pathology staff; arranges employee work schedules to ensure adequate coverage seven (7) days per week, twenty-four (24) hours per day. Reviews and approves employee timesheets. Evaluates shift operations and recommends improvements or modifications to work flow and practices as appropriate. Resolves performance or personnel issues and reviews complaints from staff, as needed.
2. Participates in and makes recommendations concerning the hiring, training, evaluation, and discipline of subordinate employees; develops work plans and monitors progress, assesses employee performance against set standards, goals and objectives; prepares written evaluations as required; reviews Investigative and Pathology testing and training materials and processes; provides direction for the development and implementation of new testing and training materials; and administers and scores proficiency tests.
3. Serves as Training Officer and confirms compliance with training requirements and safety standards. Designs, plans, organizes, coordinates and schedules training programs which will enhance or develop the required technical skills of the employees. Identifies sources of outside professional/technical training and facilitates and/or hosts in-house and regional training events related to death investigation.
4. Recommends, develops, implements, and administers policies, procedures, and programs related to investigations; monitors and assures compliance with mandates, grants and programs.
5. Represents the Medical Examiner's Office at meetings with other county departments, public officials, agencies and community members.
6. Interacts and coordinates with law enforcement and others entities for media releases of decedent information.
7. Provides technical guidance and direction to Investigative and Pathology staff. Supervises death investigations that fall under the jurisdiction of the Medical Examiner's office and coordinates investigations with other agencies. Coordinates major incidents and mutual aid with other jurisdictions and agencies.

STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

8. Ensures technical equipment is properly maintained, regularly serviced and functioning.

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9. Directs custody of and arranges for the disposition of decedents who die with no known next of kin or other legally responsible representative.
10. Serves as Emergency Management Liaison. Coordinates with and assists Snohomish County government and municipalities within Snohomish County in developing mass fatality response plans. Develops, coordinates and participates in disaster drills, mass fatality drills and/or exercises for other public and private organizations. Coordinates mutual aid with partnering medical examiner/coroner jurisdictions and facilitates and coordinates training drills.

STATEMENT OF OTHER JOB DUTIES

11. Serves on committees and task groups relevant to postmortem investigations.
12. Assists with preparation of department work plan and budget. Administers assigned budget items.
13. Performs related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in forensic science, biological science, medicine, public administration or related field preferred (public health, public safety, emergency management); AND five (5) years experience in a supervisory or managerial position within a public safety, emergency management or medical setting; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

PREFERRED QUALIFICATIONS

American Board of Medicolegal Death Investigators (AMBDI) certification preferred.

SPECIAL REQUIREMENTS

A valid State of Washington Driver's License is required.

Ability to obtain NIMS Incident Command Systems (ICS) courses 100 and 200, 700 within one (1) year of employment.

Fingerprinting, background investigation, credit check, criminal history check and preemployment medical, drug screening and psychological examinations are required.

KNOWLEDGE AND ABILITIES

Knowledge of:

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- the laws, rules and regulations governing the operations of the Medical Examiner's Office
- medical terminology, anatomy and physiology
- work related investigative techniques and practices
- principles of public administration, management and supervision
- principles and practices of public personnel and related programs
- familiarity with computer-oriented information and record keeping

Ability to:

- plan, coordinate, lead and evaluate the work of subordinate employees
- analyze operations, take effective action, and recommend effective action to correct deficiencies and resolve problems
- work effectively in stressful situations involving natural and violent deaths and decomposed bodies
- supervise death investigations
- establish and maintain effective work relationships with public and private officials, associates, subordinates, the news media and with the general public
- demonstrated team player; works well with others, enthusiastic positive attitude; maintains effective work relationships and resolves conflicts
- communicate effectively, orally and in writing, including dealing effectively with bereaved family members
- review and respond to complaints from the public or outside agencies
- maintain accurate written records and prepare required reports
- work independently with minimal supervision

SUPERVISION

The employee reports to the County Medical Examiner. The work is performed independent of direct supervision and is reviewed through status reports and results obtained.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment with occasional travel to off-site locations. The employee may be required to attend investigations at the scene of accidents, natural and man-made disasters, and in remote locations, including exposure to decomposed bodies, contagious diseases, and other hazards. Much of the work is performed in the Medical Examiner's Office. Travel may be required. The employee may be on-call twenty-four (24) hours a day, seven (7) days per week.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: January 1987

Previous Spec No. 230140

Revised: March 1992, June 2001, May 2008, October 2015, December 2016

EEO Category: 1 – Officials and Administrators

Pay Grade: 111 – Management Exempt Pay Plan

Workers Comp: 1501 Hazardous