

# SNOHOMISH COUNTY JOB DESCRIPTION

## MEDICAL INVESTIGATOR I

Spec No. 4039

### BASIC FUNCTION

To investigate the scene and circumstances surrounding deaths coming under the jurisdiction of the Medical Examiner's Office.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Receives notification of deaths, determines jurisdiction within the Medical Examiner's Office standard guidelines.
2. Responds to investigate death; photographs the scene and decedent; conducts visual inspection of the decedents and makes notes of the condition of the body; collects and reviews medical records and demographic information that is pertinent to cause and manner of death.
3. Gathers, secures and transports human remains; collects, preserves and transports evidence relevant to the cause and manner of death from death scenes.
4. Locates and notifies next-of-kin; collects, secures and releases personal property to next-of-kin; releases human remains to funeral homes. Transfers evidence via chain-of-custody to law enforcement agencies.
5. Writes complete, accurate and comprehensive statements of investigation, describing the scene and circumstances of death to assist the Medical Examiner (pathologist) in the determination of cause and manner of death.
6. Performs general housekeeping duties, restocks supplies.
7. Answers phones, performs data entry and routine office functions, maintains logs and records of work performed, works with bereaved families with respect and compassion, provides courteous, high quality service to members of the public and co-workers. May be required to provide testimony in court.

### STATEMENT OF OTHER JOB DUTIES

8. Performs related duties as required.

### MINIMUM QUALIFICATIONS

Must be at least 21 years of age. Must have two (2) years of full-time experience as a medical investigator or autopsy/pathology assistant for a medical examiner OR coroner's office; OR, any combination of investigative, pathology assistant/autopsy technician and medical training and experience in a medical field (e.g. nursing, medic, surgical tech); AND an Associate's degree with course work in biology, anatomy or physiology; Must pass job related tests.

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### PREFERRED QUALIFICATIONS

Bachelor's degree is preferred.

Photography training and/or experience is preferred.

### SPECIAL REQUIREMENTS

Possession of a valid Washington State driver's license, unrestricted except as to vision, is required at the time of or within 15 days of appointment. Required to successfully pass a background investigation, including a criminal record background check and fingerprinting. Also required to pass a drug test, medical evaluation, physical fitness test, and psychological test. Required to carry an employer-issued cell phone and/or personal pager both while on and off shift for contact and communication.

Required to successfully pass the registration examination for the American Board of Medicolegal Death Investigators (ABMDI) within two (2) years of hire date.

Required to work as a team member and must be able to independently utilize strong decision making and critical thinking skills that are within the scope of this position.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- blood/airborne pathogens and universal precautions for personnel safety
- basic photographic techniques, including digital photography
- human anatomy
- criminal investigation and identification procedures
- strong knowledge of medical terminology, human anatomy and physiological functions of the human body
- evidentiary and chain of custody procedures
- strong basic computer skills
- investigative/medical interview techniques
- telephone, office and online etiquette

Ability to:

- lift bodies of various weights in various environmental locations as a regular part of the job
- gather complete, concise, and factual information and accurately record observations
- prepare accurate, complete and concise reports, including typewritten narrative sections
- work effectively with clients of diverse socio-economic and cultural backgrounds and possess the ability to utilize effective oral communication, listening and interviewing skills in potentially stressful or emotionally charged situations

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### KNOWLEDGE AND ABILITIES (Continued)

- establish and maintain effective work relationships with public and private officials, co-workers, the news media and the general public
- work with bodies exhibiting various degrees of decay, mutilation, infestation, and disease (including communicable diseases such as tuberculosis, hepatitis, and AIDS)
- read, understand and gather pertinent information from medical records and other documentation

### PHYSICAL EFFORT

Good physical condition is required, as the employee in this position occasionally performs strenuous physical labor associated with the investigation of the cause of the death and the transportation of dead bodies in excess of one hundred and seventy-five (175) pounds to the Medical Examiner's Office.

### SUPERVISION

Employees receive general supervision from the Medical Examiners, Chief Medical Investigator, Operations Manager or Medical Investigator III. The work is performed with a high degree of independence and is reviewed through status reports and meetings.

### WORKING CONDITIONS

The work involves field trips to the scene of deaths and exposure to decomposed bodies, contagious diseases, vermin and other hazards. The employee may be required to conduct investigations at the scene of accidents, natural and man-made disasters, and in remote locations. Much of the work is performed within the Medical Examiner's Office. Administrative paperwork is performed in a normal office environment.

Required to work shifts. May be required to work a variation of shifts to including: nights, afternoons, days, holidays, weekends, and in emergency situations. May be on on-call status 24 hours a day, 7 days a week.

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

[EEO policy and ADA notice](#)

Class Established: Class Established: pre-1980 as Deputy Coroner Spec No. 531590  
Revised and Retitled: 1987 as Medical Investigator; Sept 2000, Dec 2000, Nov 2001, July 2004,  
January 2006, November 2007, February 2010, March 2010, Apr 2011 as Medical Investigator,  
Apr 2016 Medical Investigator I (Trainee)  
Revised: August 2017  
EEO Category: 3 - Technicians  
Pay Grade: 239 - Classified Pay Plan  
Worker's Comp Code 1501-Hazardous