



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
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POSITION DESCRIPTION

Job Title: Medical-Legal Death Investigator
Department: District Attorney
FLSA Status: Non-Exempt
WC Code: 8820
Effective Date: November 2, 2018
Last Revised: November 2, 2018
Pay Grade: NU16
Union: Non-Union (Not Represented)

SUMMARY

The Medical-Legal Death Investigator is responsible for conducting death investigations pursuant to duties outlined in the Oregon Revised Statutes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Manage the activities of the medical examiner's office as prescribed by state statutes, and as directed by the District Deputy State Medical Examiner, maintain records and process necessary reports relating to deaths including death notices, investigative reports, autopsies, laboratory analyses, and inventories. Prepare and maintain records, reports and statistical data.
2. Conduct investigations of deaths; take custody of body and personal effects of the deceased; assist local law enforcement to preserve evidence; obtain medical history and other information relevant to the death; contact co-workers, funeral homes, hospitals, law enforcement agencies, District Attorney's office, relatives and public to aid in the resolution of questionable deaths.
3. Examine body and environment at the scene of a death; determine approximate time of death, cause and manner of death; participate in autopsy; use sound judgment and precautions in situations where personal health and safety may be compromised such as exposure to contagious diseases.
4. Notify next of kin and relatives of death; interview witnesses and relatives; arrange for disposition of body; answer questions from family, public and/or media.
5. Assist the Deputy State Medical Examiners with training, support, assistance, and coordination of the Deputy Medical Examiners; act as a liaison between Deputy State Medical Examiner, District Attorney, State Medical Examiner's Office, law enforcement, medical community, funeral homes, and/or families.
6. Testify in court regarding death investigations.
7. Performs other duties and related work as required.

SUPERVISORY RESPONSIBILITIES

This position typically has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Must have a working knowledge of effective methods of medical and criminal investigation and basic forensic photography. Knowledge of State statutes regulating death investigations and basic rules of legal evidence/chain of custody as well as basic principles of anatomy, psychology, physiology, pharmacology, and medical terminology. Must be able to prepare clear, concise and comprehensive reports; assist persons undergoing emotional stress or mental disorder while maintaining a professional and objective posture. Ability to establish and maintain effective working relations with office staff, court personnel, county officials, law enforcement agencies, and the general public. Ability to be called as a State's witness in court.

EDUCATION AND EXPERIENCE

An associate's Degree (Bachelor's degree preferred) from an accredited college or university with significant coursework in nursing, science, criminology or other health care related fields. Clinical experience in emergency, trauma, clinical forensic nursing or death investigations. Any combination of experience and training that provides the required knowledge and abilities may be considered.

JOB IMPACT

Successful performance in this position results in holding offenders accountable for criminal conduct. If appropriate penalties are imposed, the community is safer and their sense of safety and security is enhanced, which is a key measure of success for a District Attorney.

JOB CONTACTS

This position requires working relationships with victims, police officers, district attorneys from both within and outside the office, members of the defense bar, jurors, witnesses, Health care agencies, multi-disciplinary team members, related sister agencies such as the Juvenile Department, DHS and Options (mental health).

LANGUAGE SKILLS

Ability to analyze and apply rules, policies, procedures, and statutes to the decision making process as it applies to the District Attorney's programs and functions. Ability to communicate effectively both verbally and in writing and to establish and maintain effective working relationships with agencies, other employees, and the general public. Ability to read, analyze and interpret the most complex documents (both legal and evidentiary) and to communicate and advocate those principles in common terms and language. Ability to teach legal principles and procedure to police agencies and community members.

MATHEMATICAL SKILLS

Ability to work basic math problems and to work with mathematical concepts such as probability and statistics. Ability to understand basic weight, temperature, and thermodynamics in death investigations.

REASONING ABILITIES

Ability to define issues and thoroughly research both statutory and precedential interpretations of law. Ability to form logical and persuasive arguments regarding the correct interpretation of law and application of law to facts.

OTHER SKILLS AND ABILITIES

Ability to manage time well and be a self-starter. Ability to work without close supervision and to collate information quickly and make sound decisions. Ability to work varied hours including weekends, evenings and holidays.

CERTIFICATES, LICENSES, REGISTRATIONS

Completion of requirements for Oregon Certified Medico legal Death Investigator status within one year of hire date. Possession of or ability to obtain a valid Oregon Driver's License; safe driving record.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing/physical examination and a background investigation, including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification. Must pass and maintain Criminal Justice Information Systems (CJIS) security clearance.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is generally performed indoors and outdoors in a variety of environments and in all weather conditions. Duties involve exposure to unpleasant elements of death scenes.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 50 lbs.			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Patient Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input type="checkbox"/>	Depth perception	Describe:			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Telephone & in person & in courtroom & recordings			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>