



Job Title: MEDICAL EXAMINER INVESTIGATOR

Closing Date/Time: Sat. 11/03/18 11:59 PM Eastern Time

Salary: \$44,087.00 - \$66,131.00 Annually

Job Type: PROFESSIONAL

Location: VARIOUS LOCATIONS IN FULTON COUNTY, Georgia

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Benefits

Supplemental Questions

**UNCLASSIFIED POSITION
VACANCY IS IN THE MEDICAL EXAMINER'S OFFICE**

Minimum Qualifications:

Associate's degree in Biology, Forensic Science, Criminal Justice or related field; supplemented by two years of experience in emergency medical services, forensics or law enforcement; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. May be required to obtain and maintain certification from the American Board of Medicolegal Death Investigators.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all county or departmental policies, practices, and procedures necessary to function effectively in the position

Examination:

The examination will consist of an evaluation of education and experience, accomplished by analysis of the application. Application must document that the applicant possesses the minimum knowledge, skills, education and experience as listed to be rated as qualified. If selected, an official, accredited college transcript is required, at time of employment, for all degrees/course work used to qualify for this position.

ALL APPLICATIONS MUST BE COMPLETED IN FULL BEFORE THEY ARE SUBMITTED. PLEASE REVIEW ALL APPLICATIONS FOR ACCURACY AND MAKE ALL CORRECTIONS BEFORE SUBMITTAL BECAUSE ERRORS CAN RESULT IN NOT MEETING THE MINIMUM QUALIFICATIONS. WE DO NOT ACCEPT ADDITIONAL INFORMATION AFTER APPLICATIONS ARE RECEIVED BY THE PERSONNEL DEPARTMENT.

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Purpose of Classification:

The purpose of this classification is to perform specialized work in investigating deaths that

occur in Fulton County, including collecting and processing evidence and locating and notifying next of kin.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Receives and reviews notification of death from law enforcement agencies, hospitals or other sources: takes information regarding incident location and other details; determines jurisdiction of death; maintains related documentation.

Investigates deaths as assigned: conducts investigations of deaths that result from criminal, suspicious, or undetermined causes; coordinates investigation activities with other law enforcement agencies; manages assigned caseload of investigations.

Secures death scenes: examines body and scene for clues and evidence to determine cause of death; takes photographs; collects, evaluates, and preserves evidence, including biological samples; maintains control and chain-of-custody over physical evidence gathered; ensures proper handling, packing, and transport of evidence; coordinates transportation of body to morgue or funeral home.

Conducts interviews with witnesses, law enforcement, medical personnel, and family members: gathers information regarding personal histories, including medical and social histories; takes statements; and verifies truth/accuracy of statements.

Documents all investigative information: prepares detailed case reports and records; generates investigative summaries; subpoenas police reports and medical records as needed.

Locates and notifies next of kin: conducts research utilizing law enforcement records, hospital records, fingerprints, Social Security records, Internet, etc.; advises family of death; assists with funeral services, County burial, obtaining death certificates, or other details as needed.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives and reviews various documentation, including incident and traffic reports, medical records and police reports; reviews, completes, processes, forwards or retains as appropriate; prepares or completes various forms, reports, correspondence, and other documentation, including investigative reports, medication list, property list, and subpoenas; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates or uses various equipment and supplies in order to complete work assignments: operates and maintains a motor vehicle; operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Communicates with supervisor, other employees, law enforcement, medical personnel, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Additional Functions:

Participates in court proceedings and testifies in court as needed.

Performs other related duties as required.

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Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

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IT IS THE POLICY OF FULTON COUNTY THAT THERE WILL BE EQUAL OPPORTUNITY FOR EVERY CITIZEN, EMPLOYEE AND APPLICANT, BASED UPON MERIT WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, GENETICS, DISABILITY OR SEXUAL ORIENTATION.