

Clinton County, Iowa  
Job Description

Clinton County Medical Examiner Investigator

Job Title:	Medical Examiner Investigator	Job Code: N/A
Department:	Medical Examiner's Office	Pay Band: N/A
Reports to:	County Medical Examiner/Emergency Management	FLSA: Non-exempt
Salary Range	\$200.00 per call, \$26.00 hourly for approved additional work/training, \$1.42 hourly on-call pay.	

**SUMMARY**

Under the direction of the Clinton County Medical Examiner and Clinton County Emergency Management Agency, performs work of considerable difficulty in conducting the investigation of deaths that affect the public interest as identified in Iowa Code, Chapter 331.802. Operates under the medical license of the Clinton County Medical Examiner, who is appointed by Clinton County per Iowa law. The Medical Examiner and Deputy Medical Examiner direct all aspects of the investigation of unexpected deaths. Clinton County Emergency Management directs all aspects related to the employment of MEIs as Clinton County employees. MEIs will typically be able to engage in most personal activities while on-call as an Investigator. Clinton County investigates up to 175 cases per year. Typical operational tempo is 0 to 1 calls per day, with periodic spikes in activity.

**Essential Job Duties and Responsibilities:**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Receive calls reporting deaths from Clinton County Communications and handle those calls according to established policies and procedures as outlined in the State ME's County Medical Examiner's Handbook and County Medical Examiner's policies.
- Investigate the cause and manner of death consistent with state statute, which may include visiting the death scene, drawing diagrams, taking photographs, and interviewing witnesses, family members, primary care physicians, law enforcement, or other pertinent individuals to obtain information about the circumstances surrounding the death.
- Examine evidence at the scene to establish an initial assessment of the cause and manner of death.
- Investigate death scenes in person where an individual of any age died under violent, sudden, or unexpected circumstances.
- Collect and preserve physical evidence in accordance with the established chain of custody procedures.

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- Arrange and assist with the removal of decedents from death scenes and ensure transportation via the Clinton County ME Transporters or other approved means.
- Prepare written investigative reports on investigative findings and observations for submission to the Clinton County Medical Examiner and the State Medical Examiner.
- Utilize the State system IVES (Iowa Vital Events System) to submit reports and utilize County supplied electronics to collect and share photos and data.
- Prepare and file reports, claims, and other similar documents.
- Serve as liaison with law enforcement agencies, coordinating exchange of information regarding cases.
- Consult with the Clinton County Medical Examiner or Deputy regarding necessary follow-up information required for case investigation.
- Facilitate organ donation in applicable cases.
- Testify in both civil and criminal courts when subpoenaed.
- Attend work-related meetings/required trainings and professional development opportunities to keep well informed on trends and procedures in death field investigations.
- Establish effective working relationships with medical professionals, City/County governmental officials, law enforcement agencies, fire departments and the general public.

### **Work Schedule:**

Through the use of an electronic calendar, Investigators will provide their availability for the upcoming month to be on-call. Call time is broken into a minimum of 3-hour blocks. Investigators can sign up for as many blocks of time as they are able to cover for that month. Investigators are expected to provide a minimum of 192 hours of availability each fiscal quarter (3 months). Once all Investigators have provided their availability for the calendar, Emergency Management will create a schedule for that month, making every attempt to be equitable. The Investigator will be required to cover any and all call time that they signed up for. It is up to the Investigator to find someone to cover their shift should they not be able to fulfill the shift that they signed up for. Any changes must be entered into the electronic calendar by the MEI.

### **Minimum Qualifications Requirements - (Education and Experience):**

Two (2) years' experience as a licensed or certified nurse or medical care provider, such as an EMT or Paramedic, or any equivalent combination of training and experience that will have provided the required knowledge, skills, and abilities. Certified Law Enforcement officers, current or retired, are also eligible.

Must be actively appointed by the currently appointed Medical Examiner of Clinton County.

Must be a resident of Clinton County Iowa and/or must be able to arrive on a scene anywhere in Clinton County within one hour of being called.

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### Additional requirements:

- Have a valid driver's license and maintain it during the course of employment.
- Have available transportation during top-call periods.
- Be insurable under county liability coverage.
- Available to work nights, weekends, and holidays as scheduled.
- Provide a minimum of 192 hours of availability per fiscal quarter. (greater availability on a regular basis is desired)
- Have a personal cellular telephone and be able to access the internet from home/work location.

Appointment must be approved by the County Board of Supervisors, County Medical Examiner and State Medical Examiner.

### **Minimum Qualifications – (Knowledge, Skills and Abilities)**

- Knowledge and ability to apply laws, policies, procedures, and protocols of death investigations.
- Knowledge of the legal provisions concerning the collection and admission of evidence in court.
- Knowledge of Iowa laws as they pertain to the duties of the position.
- Knowledge of human anatomy, physiology, medical terminology, forensic pathology, police & forensic science, pharmacology, and emergency medical services.
- Skill in identification and assessment of wounds to the human body.
- Skill in photography and other identification techniques.
- Effective written and oral communication skills; ability to interview relevant parties during stressful conditions.
- Computer and related technology skills required; must be proficient in the use of Microsoft Office including Word, and Outlook; must be able to upload and send digital photos, reports and related information to appropriate parties.
- Ability to view situations with objectivity and the ability to conduct several investigations simultaneously.
- Must be detail oriented and have the ability to accurately compile reports for submission to the Clinton County Medical Examiner.
- Ability to follow written and verbal directions and to complete assigned tasks on schedule.
- Ability to work independently or as part of a team and interact appropriately with others.
- Ability to quickly analyze, retain composure, and apply procedures utilizing sound independent judgment and actions in stressful situations, occasionally in dangerous environments.
- Display high standards of ethical conduct, honesty, and integrity.
- Work and communicate with others in a polite, courteous, and cooperative manner and is committed to quality service.

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### Language Skills:

- Ability to read and comprehend general business and legal documents.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from groups of law enforcement officials and the general public.

### Mathematical Skills:

- Ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to maintain confidentiality and security of law enforcement information as appropriate.

### **Work Environment:**

- Noise – Moderate (example: business office with computers and printers, light traffic)
- Ability to work at times within stressful and confidential situations.
- Working with the public and specifically decedents can cause exposure to unpredictable smells in example: perfume, smoke, body odor, decomposition, blood, and fecal matter.
- Must be able to tolerate and work in hazardous environments, handle sights, sounds, and odors in a sometimes stressful environment.

### **Physical Demands:**

- Standing or being stationary – Approximately less than 2/3 of on-the-job time.
- Walking or traversing – Approximately less than 1/3 of on-the-job time.
- Sitting or being stationary – Approximately greater than 1/3 of on-the-job time.
- Use of hands to finger, handle or feel or otherwise operate, activate, use, prepare, inspect, place, detect, or position items– Approximately greater than 1/3 of on-the-job time.
- Reaching with hands and arms or otherwise secure objects at a distance – Approximately less than 1/3 of on-the-job time.
- Stoop, kneel, crouch, crawl or otherwise position ones self to move – Approximately less than 1/3 of on-the-job time.
- Weight lifted/force exerted – Occasionally requires lifting objects up to 50 pounds.
- Vision – Most tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals.

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- Talking/Hearing or otherwise communicate, detect, converse with, discern, convey, express oneself, exchange information – Approximately greater than 2/3 of on-the-job time.

### **Certificates, Licenses, Registrations:**

Two (2) years' experience as a licensed or certified medical care provider or Certified Law Enforcement officer (is not required to be current).

Must successfully complete the Iowa Office of the State Medical Examiner Midwest Death Investigation course or similar approved course prior to or within two years of employment. Must obtain American Board of Medicolegal Death Investigators (ABMDI) certification prior to or within five years of appointment.

### **Supplemental Information:**

- Clinton County is an EEO employer and will engage in the interactive process where necessary to determine if a reasonable accommodation can be implemented to permit any person to perform the essential functions of the job.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Employee Signature: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Direct all questions to: Clinton County Emergency Management at [emadep@clintoncounty-ia.gov](mailto:emadep@clintoncounty-ia.gov)**