

Clinton County, Iowa
Job Description

Clinton County Medical Examiner Transporter

Job Title: Medical Examiner Transporter	Reports to: Medical Examiner/EMA Operations Officer
Department: Medical Examiner's Office	Pay Band: N/A
Revision Date: 09/11/2024	FLSA: Non-Exempt

SUMMARY:

Under the direction of the Clinton County Medical Examiner and the Clinton County Emergency Management Agency, the Medical Examiner Transporter performs the work of transporting the body of decedents under investigation as to the cause of death which affects the public interest as identified in Iowa Code, Chapter 331.802 and transported as identified in Iowa Code 144.32 and Iowa Administrative Code 641-101.4 (2). The Transporter will be directed by the County Medical Examiner as to when and where to pick up and drop off the body of the deceased as described above. The Transporter will be directed as to scheduling, vehicle operations, training, and payroll by the Clinton County Emergency Management Agency.

Receives on-call pay at a rate of \$1.42 per hour, training pay at a rate of \$18.54 per hour, and the following flat fees for transports as described; \$318.27 for transport of decedent to/from Ankeny, \$159.14 for transport of decedent to/from Cedar Rapids, and \$79.57 for transport of decedent to/from MercyOne hospital in Clinton.

Essential Job Duties and Responsibilities:

- Receives calls for transport from the County Medical Examiner or Medical Examiner Investigators and handles calls according to established policies and procedures as outlined in the County Medical Examiner's Handbook.
- Transports decedents in accordance with established chain of custody procedures.
- Responsible for preparing and filing reports and other similar documents in accordance with established chain of custody procedures.
- Must be able to testify in both civil and criminal courts when subpoenaed.
- Must attend work-related meetings, required training, and professional development opportunities to keep well informed on trends and procedures in transportation.
- Must establish and maintain effective working relationships with medical professionals, city/county government officials, law enforcement agencies, fire departments, and the general public.

Job Description: Medical Examiner Transporter

Minimum Qualifications Requirements - (Education and Experience):

- High school diploma or equivalent.
- Valid driver's license.
- Must be able to respond to transport vehicle storage location within a half hour of being called.
- Must be insurable under county liability coverage.

Minimum Qualifications – (Knowledge, Skills and Abilities):

- Knowledge of Iowa laws as they pertain to the duties of the position.
- Must be detail oriented and can accurately complete the policy and procedures for chain of custody.
- 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 maintain confidentiality and security of information as appropriate.
- Display high standards of ethical conduct, honesty, and integrity.
- Work and communicate with others in a polite, courteous, and cooperative manner and be committed to quality service.
- Ability to transport a deceased person whose death is under investigation.

Work Environment:

- Ability to work at times within stressful and confidential situations.
- May work outside and be exposed to extreme temperatures, rain/snow, etc.
- Ability to drive in all weather conditions.
- Ability to tolerate strong smells and unpleasant sights/sounds.

Physical Demands:

- Standing or being stationary – Approximately less than 1/3 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 2/3 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 2/3 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.

Job Description: Medical Examiner Transporter

- Vision – Most tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals, especially while driving.
- Talking/Hearing or otherwise communicate, detect, converse with, discern, convey, express oneself, exchange information – Approximately greater than 2/3 of on-the-job time.

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: _____