



GENESEE COUNTY
— MICHIGAN —

SCENE INVESTIGATOR

POSITION CLASS:

496.01

HIRING AUTHORITY:

Medical Examiner

JOB SUMMARY:

This position works primarily in the Medical Examiner's Office conducting follow up investigations and conducts death scene investigations on cases reported to the Medical Examiner's Office. Requests and obtain records from healthcare facilities, law enforcement and other institutions as needed. Prepares detailed reports related to these investigations', coordinates death-related activities with appropriate medical and law enforcement personnel, and acts as a consultative resource for other investigators

ESSENTIAL JOB DUTIES AND FUNCTIONS:

- Works in the office as an in-house death scene investigator.
- Is a liaison between the medical examiner's office and health care facilities, public safety, and other entities.
- Releases deceased persons to the funeral home.
- Retrieves medical records and other information from hospitals, nursing homes, physicians, etc.
- Interprets information obtained from the death scenes, medical records and from other sources in formulating presumptive cause and manners of death.
- Prepares necessary and required forms, documents, reports and other records including death certificates.
- Enter all relevant data and photographs accurately and completely into office databases
- Provides clerical duties in the medical examiner's office as needed.
- May be required to complete death scene investigations during business hours and other times as needed.
- Conducts death investigations in accordance with all federal and state statutes; gathers factual data relating to deceased persons; and prepares detailed reports. Responds to requests from State and County law enforcement agencies.

ESSENTIAL JOB DUTIES AND FUNCTIONS (cont.)

- Makes death notifications to family members of the deceased; interviews witnesses and relatives of the deceased; and takes photographs of death scene. Examines deceased for signs of injury or suspicious death. Communicates findings at death scene along with history and circumstances of death to the pathologist; and receives direction and facilitates necessary pathological examinations, as indicated.
- Assists in creating a positive and supportive work environment; enforces a safe workplace; establishes a culture of teamwork and communication; creates a workplace that promotes the organizational values of workplace diversity, equity and inclusion and actively promotes an environment respectful of living and working in a multicultural society.

The above statement of Essential Job Duties and Functions is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the function of health care and social agencies and their relationship to the medical examiner system.
- Effective methods of medical and criminal investigation.
- State statutes regulating death investigations, medical and anatomical terminology.
- Basic rules of legal evidence; recordkeeping and reporting techniques.
- Ability to work effectively with officials of other agencies, especially law enforcement and funeral home personnel.
- Key components of cultural competency and awareness of differences, attitudes, and beliefs that would allow one to work across cultures effectively and appropriately.
- Ability to work with hostile and grieving families.
- Ability to attend work regularly and work under stressful conditions.
- Determine and obtain evidence; obtain information from lay and expert witnesses concerning matters of an intimate nature and serious consequence.



ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES (cont.):

- Effectively screen and gather required documentation in a professional, culturally competent, and customer service-oriented manner.
- Independently make decisions and resolve problems related to investigative services.
- Prioritize and manage work time and efforts of staff to accomplish both ongoing and emergent duties.
- Access, interpret, and apply computerized client data information.
- Prepare reports, statistics, and related documents typical to the job assignment.
- Maintain accurate and concise case records.
- Effectively use a personal computer, Microsoft Office software, email, and internet to accomplish job functions.
- Work as a team member.
- Plan time effectively and be self-directed under general supervision.
- Communicate effectively both orally and in writing with medical, law enforcement, and EMS personnel, decedents' families, other county personnel, and the public.
- Ability to work independently, collaboratively, and respectfully in a complex, multicultural work environment that values diversity, equity, and inclusion.

MINIMUM QUALIFICATIONS:

- Two (2) years' experience as a medical examiner scene investigator.

-AND-

- MUST obtain ABMDI (American Board of Medicolegal Death Investigators) certification within two years of employment.

SPECIAL REQUIREMENTS:

- A typical work schedule will be 40 hours per week during normal business hours. May be required to work weekends, holidays and irregular work hours. Availability for on-call work from home for death scene investigation questions may be necessary.



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PREFERRED QUALIFICATIONS:

- Autopsy assistant experience or autopsy assistant certificate

PHYSICAL REQUIREMENTS:

- Must be able to perform Essential Job Duties and Functions with or without reasonable accommodations.



Human Resources Director

Established: November 1, 2024



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