

# **JOB DESCRIPTION**

## **Medical Examiner Investigator (On-Call)**

**Chickasaw County, Iowa**

### **Position Summary**

The Medical Examiner Investigator (MEI) is an on-call position responsible for investigating deaths that are sudden, unexpected, unattended, suspicious, or the result of violence or other unnatural causes. The Investigator acts on behalf of the Chickasaw County Medical Examiner and works in coordination with law enforcement, emergency medical services, healthcare providers, funeral homes, and the Iowa Office of the State Medical Examiner.

### **Essential Duties and Responsibilities**

- Respond to death scenes on an on-call, non-typical schedule, including nights, weekends, and holidays
- Conduct thorough death scene investigations, including examination of the decedent and surroundings
- Determine circumstances, manner, and cause of death under Iowa law
- Obtain medical history, medications, and relevant personal information
- Interview family members, witnesses, medical personnel, and law enforcement officers
- Document findings accurately and completely in written reports
- Collect and preserve evidence as required
- Coordinate transportation of decedents to funeral homes or the State Medical Examiner's Office
- Assist with autopsy authorization and related documentation
- Maintain chain of custody for evidence and personal effects
- Testify in court or legal proceedings as required
- Maintain confidentiality and comply with all applicable laws, policies, and procedures
- Perform other related duties as assigned by the Medical Examiner

### **Preferred Knowledge, Skills, and Abilities**

- Knowledge of human anatomy and physiology
- Knowledge of medical terminology
- Knowledge of forensic pathology and forensic science
- Knowledge of police procedures and investigative practices
- Knowledge of pharmacology
- Knowledge of emergency medical services
- Ability to make sound judgments in stressful and sensitive situations
- Ability to communicate effectively with grieving families, law enforcement, and medical professionals
- Ability to prepare clear, accurate, and detailed reports

- Ability to work independently and as part of a multidisciplinary team

## **Qualifications**

- Three (3) years of experience as a licensed EMT **and/or** an equivalent combination of training and experience that provides the required knowledge, skills, and abilities
- Three (3) years of experience as a licensed nurse **or** EMT/Paramedic
- Current and valid EMT/Paramedic or nursing license
- Valid Iowa driver's license
- Ability to respond on an on-call, non-typical basis

## **Certification Requirements**

- Must complete certification with the **Iowa Office of the State Medical Examiner** within two (2) years of appointment
- Must obtain and maintain **Certified Medical Examiner-Investigator (CME-I)** status
- Appointment and certification subject to approval by:
  - Chickasaw County Board of Supervisors
  - Iowa Office of the State Medical Examiner

## **Physical and Work Requirements**

- Ability to lift, move, and transport decedents and equipment
- Ability to stand, bend, and kneel for extended periods
- Exposure to potentially hazardous environments, including biohazards
- Ability to work in varied environmental conditions

## **Employment Status**

- On-call, as-needed position
- Compensation and call schedule determined by Chickasaw County policy

## **Reports To**

- Chickasaw County Designated County Official