

Clinton County, Iowa  
Job Description

Clinton County Medical Examiner Investigator

Job Title:	Medical Examiner Investigator	Job Code: N/A
Department:	Medical Examiner' Office	Pay Grade: N/A
Reports to:	County Medical Examiner/Emergency Management	FLSA: Contract
Salary Range	On Duty pay \$25.00 per hour & mileage / On call pay: \$1.28 per Hour	

**SUMMARY**

Under the direction of the Clinton County Medical Examiner, performs work of considerable difficulty in conducting the investigation of deaths which affect the public interest as identified in Iowa Code, Chapter 331.802.

**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 handling those calls according to established policies and procedures as outlined in the 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, 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 scene to establish an initial assessment of the cause and manner of death.
- Have the ability to 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.
- Arrange and assist with the removal of decedents from death scenes and ensure transportation via the Clinton County ME Transporters or other approved means.
- Prepares written investigative reports on investigative findings and observations for submission to the Clinton County Medical Examiner.
- Responsible for preparing and filing reports, certificates, claims, and other similar documents.
- Serve as liaison with law enforcement agencies, coordinating exchange of information regarding cases.

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- Consult with the Clinton County Medical Examiner 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.

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

Graduation from a two year college or university with major coursework in nursing, medicine, or other health related field, and/or two (2) years' experience as a licensed or certified nurse or medical care provider, or any equivalent combination of training and experience that will have provided the required knowledge, skills, and abilities.

Must successfully complete the St. Louis University School of Medicine's Basic Death Investigation course prior to or within two years of employment. Obtain American Board of Medicolegal Death Investigators (ABMDI) certification prior to or within five years of appointment.

Residence: Residence of Clinton County Iowa and must be able to arrive on the scene within one hour.

Additional requirements:

- have a valid driver's license and maintain it during the course of employment
- have available transportation during on-call periods
- be insurable under county liability coverage
- available to work nights, weekends, and holidays as scheduled
- 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 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

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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, Excel 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.
- 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 is committed to quality service.

### **Work Schedule:**

- Through the use of a Doodle calendar, Investigators will provide their availability for the upcoming month to take call. Call time is broken into a minimum of 3 hour blocks. You can sign up for as many blocks of time as you are able to cover for that month. Once all Investigators have completed the Doodle calendar and returned it to Emergency Management, an on call schedule will be created for that month. The investigator will be required to cover any and all call time that they sign up for. It is up to the Investigator to find someone to cover your shift should you not be able to fulfill the shift you signed up for.

### **Physical Demands:**

- Ability to push, pull and move objects/bodies up to 50 pounds and assist in moving heavier objects/bodies.
- Ability to squat, bend, and twist from the waist.
- Ability to load/unload bodies from the Medical Examiner's vehicle.
- Ability to work out of doors in all weather conditions, including exposure to rain, snow, cold, heat.
- Ability to walk on uneven surfaces.  
Must be able to tolerate and work in hazardous environments, handle sights, sounds, and odors in a sometimes stressful environment.

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### **To apply for the position and to review the job description:**

Application and job description can be found here on the Clinton County Iowa web page: [www.clintoncounty-ia.gov](http://www.clintoncounty-ia.gov)

You will need to complete a Clinton County Employment Application and a resume detailing your qualifications for the position.

Once the county web page is open, click on Jobs & Employment, this is located in the quick link area of the web page. You will need to download the application to your computer before completing the application.

The application and resume can be emailed to the following:  
[dhoward@clintoncounty-ia.gov](mailto:dhoward@clintoncounty-ia.gov)

The application and resume can also be mailed to:  
Emergency Management  
c/o Dan Howard  
241 7<sup>th</sup> Ave. North  
P.O. Box 2957  
Clinton Iowa 52733-2957

Applications can also be dropped off, in person, to Emergency Management located on the second floor of the Law Center, 241 7<sup>th</sup> Ave North, Clinton, Iowa 52732

Deadline for applications is November 6, 2019 at 9:00 AM.

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.

**Direct all questions to: Clinton County Medical Examiner at  
[medexam@clintoncounty-ia.gov](mailto:medexam@clintoncounty-ia.gov)**