THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DPS12120602	DATE POSTED:	02/12/21
POSITION NO:	244618	CLOSING DATE:	Open Until Filled
POSITION TITLE:	Chief Medical Investigator		
DEPARTMENT NAME / WORKSITE:	NDPS / Criminal Investigations Section / Shiprock, New Mexico		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑			GRADE/STEP:	BK69A
WORK HOURS:	8:00am-5:00pm	PART TIME:	☐	NO. OF HRS./WK.:		$ 77,297.76	PER ANNUM
SENSITIVE	☑	SEASONAL:	☐	DURATION :		$ 37.02	PER HOUR
NON-SENSITIVE	☐	TEMPORARY:	☐				

DUTIES AND RESPONSIBILITIES:

Under direction, performs work of considerable difficulty in assisting the Medical Examiner in the overall operation of the Navajo Nation Department of Medical Examiners such as, but not limited to, developing departmental policies/procedures, creating budgets, addressing human resource issues, assistance with autopies to determine cause and manner of death, reviewing medical records, and instructing and guiding subordinates. May require responding to death scenes both in and outside of a hospital setting and assist with transplantation of organs from identified donors. Responsible for maintaining complete records on all cases, provides expert testimony on criminal cases, as needed, for federal, state, and tribal law enforcement agencies and court. Responsible for the preparation and/or review of reports, legislation and the application and interpretation of policies, standards, laws and regulations. Trains public safety personnel on death scene best practices.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree; and ten (10) years of experience in medico legal death investigations work involving the completion or assisting in the investigation to complete state death certificates.

Special Requirements:

- A favorable background investigation.
- Possess a vaild state driver's license.
- Must never have been convicted of a felony or domestic violence or any sustained record of dishonesty or untruthfulness and must not have been convicted of a misdemeanor within the past five (5) years.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of applicable Federal, State, Local and Navajo Nation laws, policies, procedures, statutes and regulations concerning the investigation and certification of death.
Knowledge of forensic and anatomic pathology (e.g., cause and manner of death and their manifestations with regard to the body, scene and history). Knowledge of investigative techniques, principles and practices used in the research of cause and manner of death.
Knowledge of and proficiency in various practices in the medical investigation of death (e.g., histology, toxicology, obtaining cultures for infectious disease, etc.).
Knowledge of Health Insurance Portability and Accountability Act (HIPAA).
Ability to secure facts through investigation and inspection to analyze and interpret these facts effectively.
Ability to interpret death scene, identify items of evidence and assess the condition of the body.
Ability to physically remove a body from the scene, transport, and unload with a focus on preserving any trace evidence.
Ability to establish and maintain effective working relationships with other public agencies and the general public.
Ability to show compassion and communicate with survivors of the decedent.
Ability to prepare and present accurate, objective and thorough reports.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.