

MEDICAL INVESTIGATOR

DEFINITION: Under general supervision, performs work of moderate difficulty in performing field death investigation, transportation of bodies and assisting with external examinations and autopsies to determine the cause and manner of death; prepares investigative support by responding to death scenes; assists law enforcement in the identity of deceased persons; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Receives initial death notification calls within the boundaries of the Navajo Nation; responds to the scene to investigate the circumstances; takes photographs of the deceased and scene; conducts interviews with witnesses to the death; collects evidence and transports body to a designated facility for an external examination, including a head to toe evaluation for traumatic injury, extraction of body fluids for toxicology under the guidance of the Chief Medical Investigator and/or Medical Examiner; assists Medical Examiner in the performance a full or partial autopsy to determine the cause and manner of death.

Provides direct or indirect death investigative services to the Navajo Nation Department of Criminal Investigations, Federal Bureau of Investigations, the U. S. Attorney's Office; funeral homes, hospitals, families of decedents, schools, insurance companies, organ procurement organizations and any other related federal, state and/or tribal law enforcement, courts, health and other governments, businesses or related private agencies and/or citizens; maintains annual continuing education in the field of death investigation to ensure job compliance and knowledge on current best practices.

Investigates scene; conducts crime scene profiling; provides initial response and scene processing; photographs, preserves, collects and identifies physical evidence, diagrams crime scene; collects crime scene evidence including fingerprints, blood and body fluids; conducts investigations of unattended deaths including natural, accidental, suicide and unnatural deaths to determine cause and manner of death and legally pronounces death; collects bio-hazardous post mortem fluids; transports human corpses to medical/pathological facilities as needed; participates in exhumation of human remains; authenticates certificates of death.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of applicable federal, state, local, tribal laws, rules, regulations and ordinances.
Knowledge of the practices and methods of death investigation, crimes and identification.
Skill in interviewing and interrogating techniques and methods.
Skill in analyzing and evaluating facts and evidence to formulate investigative conclusions.
Skill in securing and processing death scene and collecting and preserving physical evidence.
Skill in managing an investigative caseload and other diverse responsibilities
Skill in communicating effectively, both orally and in writing.
Skill in writing logical and clear reports.
Skill in recognizing, collecting and presenting evidence in court.
Skill in analyzing situations quickly and objectively to determine course of action.
Skill in establishing and maintaining effective relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work is typically in an office setting with occasional travel to the scene of death. Work requires walking, running, lifting and climbing.

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MINIMUM QUALIFICATIONS:

- A high school diploma or GED.
- Basic death investigation certificate from an Office of Medical Investigator or Coroner Department.

SPECIAL REQUIREMENTS:

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

PREFERRED QUALIFICATIONS:

- An Associate's degree from an accredit college or university.
- Five (5) years of experience conducting or assisting with death investigations in determining the cause and manner of death.
- Any certifications or associations related to Medico-legal death investigation.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Additional certifications/training may be required.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.