

Job Title	Lead Forensic Investigator	Working Titles: Lead Medicolegal Death Investigator
Reports to:	Supervisor of Investigation	
	Revised 04-2024	
Department	INVESTIGATIONS	
Position Description	Under supervision and direction, ensures efficient operations of Investigation functions. Train staff as related to matters in the investigation department. Maintain policy and procedure and provide feedback on changes that are needed. Receives and records reports of death; visits death scenes; conducts investigations; examines cadavers; prepares reports; prepares, secures and transfers valuables/evidence/specimens. Working conditions are in an office environment, morgue, exposure to temperature variations, damp-wet surfaces, hazardous-toxic atmosphere, decomposing cadavers, infectious diseases, hazardous materials and unfavorable fumes, vapors or odors. Coordinator of Grant funded positions. Hours as determined by operational need; may be fixed or rotating at management's discretion.	
Major/Essential Functions	<ol style="list-style-type: none"> 1. Perform the functions of the Forensic Investigator position and ensure accurate data is available concerning death investigations. 2. Collaborate with supervision to ensure efficient daily operations of investigations. 3. Operational back-up to the Investigation Supervisor. 4. On call duties as directed or on a rotating schedule 5. Process and act on information related to investigation duties. 6. Ensures safe and effective working environment by maintaining clean work areas, equipment, and instruments. 7. Assist Supervisor of Investigations to develop training regime for investigators. 8. Coordinates training program to be delivered in conjunction with designated senior investigators. 9. Assist in hands-on training of new hires and current employees. 10. Assist/direct/ensure proper identification of human remains. 11. Liaison with families, funeral homes, law enforcement, and outside agencies 12. Communicate effectively with pathologists, morgue, toxicology, and case management to ensure operational needs are met. 13. Ensure proper due diligence is completed on no next-of-kin cases prior to release as unclaimed. 14. Accept and release bodies and to ensure timely pick up of bodies. 15. Provide input on performance evaluation of investigations. 16. Provide staff direction and guidance to ensure proper workflow in investigations. 17. Complete follow up tasks as needed. 18. Ensure proper oversight and coordination of Grant funded positions with meetings, project deadlines, and training. 19. Review all cases for complete information. 	
Occasional Duties	<ol style="list-style-type: none"> 1. Assist with timely and adequate staffing and accurate data available concerning investigations procedures. 2. Assist with educational activities and training. 3. Other duties as assigned. 	
Qualifications	The ideal candidate is a graduate from an accredited college or university with a bachelor's degree in Forensic Science, Criminology, Criminal Justice, Law Enforcement, or another related field, must have American Board of Medicolegal Death Investigation Certification in good standing, and three (3) years' experiences in death investigations, or an equivalent combination of education and experience. Ability to effectively respond to inquiries, conflicts and public relations issues; ability to communicate effectively, both verbally and in writing; ability to maintain effective working relationships with employees, supervisors and peers, County employees, government agencies, outside organizations, the news media, and the general public. Knowledge of ORC 313 and related sections; knowledge of evidence collection and transfer techniques; knowledge of human anatomy; knowledge of criminal justice system; knowledge of medical terminology; knowledge of health and safety standards and practices. Skill in identifying trauma wounds; skill in operating camera. Ability to operate personal computer, facsimile, copier, digital cameras. Must secure and maintain a favorable background	

	investigation from Ohio BCI and the Franklin County Sheriff's office, pre-employment screening, and urine drug scree; must acquire and maintain valid Ohio driver's license. English is the official language of this position.
Preferred Qualifications	Four to five (4-5) years working in a coroner or medical examiner's office or leadership training (must be able to provide certificate or evidence of successful completion)
Security Sensitive?	Yes
Physical Demands	Physical requirements include lifting-carrying of 100-150 lbs. constantly; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard. Subject to smelling, handling, walking, sitting, standing, bending, reaching and twisting to perform the essential functions.
Additional Requirements	Position may require any or all of the following: <ol style="list-style-type: none"> 1. FEMA ICS 100, 200, 300, 700, and 800 courses 2. Franklin County Human Resources Courses (Ethics, Customer Service, Multicultural Awareness, First Aid/CPR/AED, and CRASE)
Pay/ Salary	\$60-70,000.00
Regular or Temporary Essential Status	Regular Essential
Full-time or Part-time	Full-time
Classified pr Unclassified	Classified
Bargaining Unit	Non-bargaining
FLSA	Exempt
Job Category	Technical
Schedule	Shifts may be fixed or rotating at management's discretion