

Job Title	Forensic Investigator Working Titles: Medicolegal Death Investigator
Reports to:	Chief/Deputy Chief Investigator, Morgue Supervisor, Forensic Pathologists
	Revised 01-2020
Pay	Starting \$21.04/hr
Job Category	Medical & Technical, Classified/ Non-exempt, Bargaining Unit
Department	INVESTIGATIONS/MORGUE
Position Description	Under general supervision, 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, and histology laboratory and outside with exposure to temperature variations, damp-wet surfaces, hazardous-toxic atmosphere, decomposing cadavers, infectious diseases, hazardous materials and unfavorable fumes, vapors or odors; must have valid Ohio Drivers license. Shifts may be fixed or rotating at management's discretion.
Major/Essential Functions	<ol style="list-style-type: none"> 1. Perform medicolegal death investigations in Franklin County as authorized by the Ohio Revised Code, Section 313. Such investigations involve taking reports of death; determine jurisdiction; obtain circumstances of death from law enforcement, hospital staff, family, etc.; data entry, respond to scene of death; conduct scene investigation; photograph scene; examine cadaver for wounds and other evidence related to death; collect and secure evidence from body/scene as instructed by pathologist; arrange for transportation of body to morgue; inform next of kin what procedures are to follow and what steps they should take; prepare and submit death investigation report to pathologist/Coroner. 2. Locate and notify next of kin. 3. Obtain medical records, law enforcement reports and other information as needed. 4. Assist/direct/ensure proper identification of human remains. 5. Prepares for autopsy by taking photographs, X-Rays, evidence collection and documentation, and other duties as needed. 6. Accept and release bodies. 7. Ensures safe and effective working environment by maintaining clean work areas, equipment and instruments. 8. Take incoming requests for autopsies from regional counties as needed.
Occasional Duties	<ol style="list-style-type: none"> 1. Assist with educational activities. 2. Assist with inventory of supplies and/or evidence. 3. Special projects as assigned.
Qualifications	The ideal candidate is a graduate from an accredited college or university with a Bachelor's Degree in Forensic Science, Criminal Justice, Criminology, Law Enforcement, or another related field, and one year experience 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 co-workers, County employees, government agencies, outside organizations, the news media, and the general public. Knowledge of ORC 313 and related sections; knowledge of crime scene investigation procedures; 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 secure work area; ability to operate personal computer, facsimile, copier, digital cameras, vibrating bone saw. Must secure and maintain a favorable background investigation from Ohio BCI and the Franklin County Sheriff's office, pre-employment screening, and urine drug screen; must acquire and maintain valid Ohio driver's license. English is the official language of this position.
Preferred Qualifications	Registered or Board Certified medicolegal death investigator.
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

Required completion during probationary period (180 Days):

1. FEMA ICS 100, 200, 700, and 800 courses
2. Franklin County Human Resources Courses (Ethics, Customer Service, Multicultural Awareness, First Aid/CPR/AED, and CRASE)