



# DEKALB COUNTY MEDICAL EXAMINER

**Patrick L. Bailey, Director**

**Gerald T. Gowitt, M.D., Chief Medical Examiner**

Geoffrey P. Smith M.D., Deputy Chief Medical Examiner

Office Address:  
3550 Kensington Road  
Decatur, GA 30032

Rachel L. Geller M.D., Associate Medical Examiner

Phone: (404) 508-3500

Fax: (404) 508-3504

## Medical Examiner Investigator

Location: **County Wide**

Requisition ID: **13995**

Job Term: **Full-Time**

Annual Range: **\$46,059 - \$71,391**

Hourly Range:

FLSA: **Non-Exempt**

Grade: **16**

Class Code (Job Code): **43045**

**Salary Range: \$46,059 - \$71,391**

## Purpose of Classification:

The purpose of this classification is to perform specialized work in investigating deaths that occur in Dekalb County.

## Essential Functions:

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

Receives and reviews notification of death from law enforcement agencies, hospitals or other sources; takes information regarding incident location and other details; determines jurisdiction of death; and maintains related documentation.

Investigates deaths as assigned; conducts investigations of deaths that result from criminal, suspicious, or undetermined causes; coordinates investigation activities with other law enforcement agencies; and manages assigned caseload of investigations.

Secures death scenes; examines body and scene for clues and evidence to determine cause of death; takes photographs; collects, evaluates, and preserves evidence, including biological samples; maintains control and chain-of-custody over physical evidence gathered; ensures proper handling, packing, and transport of evidence; and coordinates transportation of body to morgue or funeral home.

Conducts interviews with witnesses, law enforcement, medical personnel, and family members; gathers information regarding personal histories, including medical and social histories; takes statements; and verifies truth/accuracy of statements.

Documents all investigative information; prepares detailed case reports and records; generates investigative summaries; and subpoenas police reports and medical records as needed.

Locates and notifies next of kin; conducts research utilizing law enforcement records, hospital records, fingerprints, Social Security records, Internet, etc.; advises family of death; and assists with funeral services, County burial, obtaining death certificates, or other details as needed.

Performs customer service functions in person and by telephone; provides information or assistance regarding department services, activities, forms, procedures, fees, or other issues; responds to routine questions and complaints; researches problems and initiates problem resolution; and refers complaints/problems to appropriate personnel.

### **Minimum Qualifications:**

High school diploma or GED; two years of law enforcement experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license; must possess and maintain Basic Law Enforcement certification.

### **How to Apply:**

Submit an application online via the DeKalb County [Employment Opportunities](#) web page.