



**GEORGIA BUREAU OF INVESTIGATION  
JOB VACANCY NOTIFICATION #14-044**

**POSTED:** April 8, 2014

**DEADLINE DATE:** April 22, 2014

**JOB TITLE:** Death Investigation Specialist 1  
**JOB CODE:** 90625  
**PAY GRADE:** 14  
**POSITION NUMBER:** 00170538

**LOCATION:** Division of Forensic Sciences  
Coastal Medical Examiner's Office  
Savannah, Georgia

**SALARY:** \$35,660.13/yr. - \$40,992.72/yr.

**DUTIES AND RESPONSIBILITIES:**

Under direct supervision, respond to requests for autopsies from authorized requesters as defined by the Georgia Death Investigation Act. Learn to perform various technical, administrative, and investigative tasks to assist the medical examiners in determining the manner and cause of death by gathering information, examining evidence, and building case files; make and develop x-rays and ensure film is properly filed in the respective case; take forensic photographs at autopsies; eviscerate body cavities, collect specimens for toxicology, and remove organs; properly prepare fluid samples by bottling and affixing appropriate labels; properly return organs to the body cavity after examination and suture incisions; obtain post mortem fingerprints and palm prints at the time of autopsy; and prepare bodies for release. Maintain the cleanliness of the morgue from any biohazard materials and ensure there are sufficient supplies. This is the entry/training level of the Death Investigation Specialist job series. Incumbents at this level may require additional training or experience to gain full proficiency in some or all of the job responsibilities.

**MINIMUM QUALIFICATIONS:**

Completion of an Associate degree from an accredited college or university in mortuary science, health science, criminal justice, or a related field

**OR**

Two (2) years as a practitioner in a morgue/mortuary, medical, or criminal justice setting or a related field

**DEMONSTRATED COMPETENCIES NEEDED TO SUCCESSFULLY PERFORM THIS JOB INCLUDE:**

Must be able to read, write, and speak English fluently  
Must have excellent interpersonal skills and have the ability to deal with grief  
Must have ability to gather, organize, and maintain information, determine its importance, and to provide accurate information in a timely manner  
Must be computer literate and able to multi-task without losing composure  
Must have a record of dependability and reliability  
Must display a high level of effort and commitment toward performing work and demonstrate responsible behavior

**PHYSICAL REQUIREMENTS:**

Must be able to perform heavy lifting and standing for long periods of time.

**PREFERRED QUALIFICATIONS:**

- Registry Certification and/or Board Certification by the American Board of Medicolegal Death Investigators
- Peace Officers Standards and Training (P.O.S.T.) certification

**CONDITION(S) OF EMPLOYMENT:**

Selected candidate must be able to work a flexible schedule to meet the needs of the business and work any shift assigned, which may require working nights, weekends, and/or holidays. Selected candidate must also be available to receive and respond to telephone inquiries from home, while acting in an on-call status.

**VACANCY OPEN TO:                      All QUALIFIED APPLICANTS**

**TO APPLY: For consideration, applicants must submit two (2) State of Georgia Applications for Employment to:**

**Georgia Bureau of Investigation  
Attn: Office of Human Resources  
P. O. Box 370808  
Decatur, GA 30037-0808**

- Applications may be obtained by clicking the following link: [GBI State Application](#)
- The Job Vacancy Number (#14-044), located at the top of this announcement, along with Job Title and Job Code must be listed on the applications for this vacancy.
- Applications should be filled out carefully and completely. **Applications will not be considered that have “see attached” in lieu of completing the work history and job information on the application.**
- Due to the volume of applications we receive, we are unable to provide information on application status by phone or by e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Applicants who are not selected for an interview will not receive notification.
- The GBI reserves the right to close this job announcement once a qualified applicant pool has been identified.
- Employment for the selected candidate(s) is contingent upon the successful completion of a GBI background investigation including criminal, credit and driver's history checks, polygraph examination, fingerprinting and drug screening. **Click the following link for a list of [GBI Employment Disqualifiers.](#)**
- **ALL APPLICATIONS MUST BE RECEIVED IN THE GBI OFFICE OF HUMAN RESOURCES BY CLOSE OF BUSINESS ON THE DEADLINE DATE POSTED ON THIS JOB VACANCY ANNOUNCEMENT.**

**THE GBI IS AN EQUAL OPPORTUNITY EMPLOYER**