



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION #17-039

POSTED: March 29, 2017

DEADLINE: April 19, 2017

JOB TITLE: Death Investigation Specialist (DIS) 1

JOB CODE: LSP070

PAY GRADE: LI

**POSITION
NUMBER(s):** 00153268, 00123756, & 00123584

LOCATION: Division of Forensic Sciences (DOFS)
Medical Examiner's Office (MEO)
GBI – Headquarters (HQ)
Decatur, Georgia

ANNUAL SALARY: \$35,660.13/yr.

This is a sensitive government position.

DUTIES AND RESPONSIBILITIES:

Under direct supervision, learns to perform various technical, administrative, and investigative tasks to assist the medical examiners in determining the manner and cause of death. The Death Investigation Specialist (DIS) respond to requests for autopsies from authorized requesters as defined by the Georgia Death Investigation Act. Communicate and coordinate with the Medical Examiners, family members, employers, witnesses, and law enforcement personnel, hospital staff, and other fields. Responds to death scenes or body location when requested. Inspects and documents by means of notes and photography the appearance and condition of the locale setting, body and other pertinent objects on or near the body. Obtain ante mortem dental and/or medical records necessary in the positive identification of human remains. Obtain pertinent past and present medical, social, family and other history from persons and sources associated with the decedent, including family, physicians, hospitals, co-workers, employers, and law enforcement agencies. Preserve the chain of custody when submitting evidence to the crime lab. Initiates and assists with necessary follow-up investigations and communications with appropriate law enforcement agencies and legal entities.

DIS also assists the Medical Examiners with preliminary external examination of the body as appropriate with reference to identification of findings and factors related to time, place, manner, and cause of death; and with reference to routine physical characteristics documentation and identity. Obtain x-rays on decedents prior to autopsies. Eviscerate body cavities, collect biological specimens, and properly return organs to the body cavity after examination and suture and prepare bodies for release. Other duties may be required and assigned. Acts as official representative of the Medical Examiner's Office, as appropriate, to conferences with other agencies, trainings and specialized committees/boards. 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
- Must be able to gather and analyze data

PHYSICAL REQUIREMENTS:

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

PREFERRED QUALIFICATIONS

In addition to the minimum qualifications, preference will be given to applicants with work experience in one or more of the following:

- Registry Certification and/or Board Certification by the American Board of Medicolegal Death Investigators
- Licensed EMT, paramedic, registered nurse, physician's assistant
- Prior experience in performing autopsies on adults and pediatric cases

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

NOTE: If you previously applied, interviewed, and/or tested for the DIS position during the posting period 5/19/16 – 6/3/16. You do not need to re-apply as your interview and/or test score is valid for 1 year.

TO APPLY:

APPLICANTS MUST SUBMIT:

(2) STATE OF GEORGIA APPLICATIONS AND (2) COPIES OF COLLEGE TRANSCRIPTS

(Transcripts can be unofficial or official for the application submission)

**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 located at the top of this announcement, along with Job Title and Job Code must be listed on 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.**
- ❖ **Foreign Education:** Applicants who have completed part or all of their education outside the U.S. must have their foreign education evaluated by an accredited organization to ensure that the foreign education is equivalent to education received in accredited educational institutions in the U.S. **This evaluation must be a course-by-course evaluation that includes each completed course/subject and the U.S. credit equivalent. Applicants must submit (2) copies of the credential evaluations to the address noted above by the deadline.** For a listing of services that can perform this evaluation, see the National Association of Credential Evaluation Services website at <http://www.naces.org/members.htm>.
- ❖ Due to the volume of applications we receive, we are unable to provide information on application status by phone or by e-mail. Applicants who are selected for an interview will be contacted to arrange an appointment. Applicants who are not selected for an interview will not receive notification.
- ❖ Due to budget constraints, the GBI is unable to sponsor or take over sponsorship of an employment visa.
- ❖ 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