

# SNOHOMISH COUNTY JOB DESCRIPTION

## INVESTIGATION ASSISTANT

Spec No. 6386

### BASIC FUNCTION

Assists investigation and/or pathology teams by performing a variety of technical and administrative duties to support the operations of the office.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Receives and directs incoming calls and/or visitors, takes messages, determines needs, answers general questions, and furnishes information regarding established procedures, policies, services, and other information approved for release.
2. Enters and updates information and/or uploads data into various specialized databases.
3. Manages faxed documents, prepares reports for dissemination, prepares morning report.
4. Performs general housekeeping duties and sanitation, tracks inventory, restocks investigation supplies, facilitates or performs department errands.
5. Performs back-up assistance for release of decedents as needed.

### WHEN ASSIGNED TO INVESTIGATIONS:

1. Receives Non-Jurisdiction Assumed (NJA) death reports from hospitals and care facilities. Refers jurisdictional cases to Investigations.
2. Assists with locating next-of-kin, gathers documents and assists with due diligence for abandoned and indigent cases, provides confirmations of death notifications and monthly reports for other governmental agencies.

### WHEN ASSIGNED TO PATHOLOGY:

1. Prepares samples and specimens for shipping to laboratories and others; assists with storage, retention and destruction of samples and specimens; tracks chain of custody; prepares sample containers for pathology.
2. Assists with making labels; gathering, photographing, documenting and packaging of personal property and/or evidence and releasing to next-of-kin and law enforcement; gathers documents, specimens and samples responsive to court orders and litigation, prepares for shipping; provides monthly reports for other governmental agencies.

### STATEMENT OF OTHER JOB DUTIES

1. Performs related duties as required.

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### MINIMUM QUALIFICATIONS

Must be at least 21 years of age. Must have two (2) years of full-time experience medical field (e.g. nursing, medic, surgery tech); AND, an Associate's degree with course work in biology, anatomy or physiology. Must pass job related tests.

### PREFERRED QUALIFICATIONS

Knowledge and experience working in a Medical Examiner office.

Bachelor's degree is preferred.

### SPECIAL REQUIREMENTS

Possession of a valid Washington State driver's license, unrestricted except as to vision, is required at the time of or within 15 days of appointment. Required to successfully pass a background investigation, including a criminal record background check and fingerprinting.

Also required to pass a drug test, and psychological test. Required to work as a team member and must be able to independently utilize strong decision making and critical thinking skills that are within the scope of this position.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- telephone, office and online etiquette
- standard office practices and procedures, including computerized data entry
- the rules of grammar, spelling, punctuation and word usage
- blood/airborne pathogens and universal precautions for personnel safety
- basic human anatomy, physiology and medical terms
- investigative/medical interview techniques

Ability to:

- prepare accurate, complete and concise reports, including typewritten narrative sections
- work effectively with public and private officials, co-workers, families and others of diverse socio-economic and cultural backgrounds and possess the ability to utilize effective oral communication, listening and interviewing skills in potentially stressful or emotionally charged situations
- work with or around bodies exhibiting various degrees of trauma, decay, mutilation, infestation, and disease (including communicable diseases such as tuberculosis, hepatitis, and AIDS)
- read, understand and gather pertinent information from medical records and other documentation
- maintain accurate confidential records

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### SUPERVISION

Employees receive general supervision from a supervisor or as assigned. Assignments are made indicating generally what is to be done, the quantity of work expected and any deadlines which are to be met. Employees carry out recurring assignments on their own initiative and receive additional, specific instructions for new or unusual assignments. Work may be checked to ensure timely completion and accuracy.

### WORKING CONDITIONS

The work is performed in the usual office environment. Possible exposure to blood borne pathogens due to body fluids on evidence and exposure when releasing bodies to families.

May be required to work a variation of shifts to including: nights, afternoons, days, holidays, weekends, and in emergency situations.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: April 2016  
Revised: August 2017, October 2018  
EEO Category: 6 – Administrative Support  
Pay Grade: 236 – Classified Pay Plan  
Worker's Comp Code: 5306 Non-Hazardous