

## **MEDICAL EXAMINER**

### **CODES/PAY RANGE**

Class Code: 1550      EEO Code: A      Pay Range: Market Value (700)

### **MAJOR FUNCTION**

Highly responsible work developing and implementing policies and procedures for a countywide forensic medical program as mandated by Florida State Statutes, Chapter 406, Florida Administrative Code 11G, and in accordance with the standards promulgated by the Florida Medical Examiners Commission.

Plans, organizes and administers a comprehensive program to provide proper investigations of deaths and determine accurate cause and manner of death including evaluation of current and anticipated future inquiries for the County.

### **EXAMPLE OF WORK**

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar to, related to, or a logical assignment to the position.)

Performs autopsies and physical examinations to determine cause and manner of death. Prepares clear, concise narrative descriptions of autopsy findings.

Maintains Medical Examiner records and establishes policies for the documentation of the chain of custody for decedents' personal effects, evidence and human remains. Interprets histological, toxicological, chemical, hematological and microbiological laboratory results.

Serves as division director for the Medical Examiner Division within the Public Protection Service Center. Formulates and implements County policies and procedures that incorporate FS 406 and FAC 11G for the Division. Plans and implements short term and long term goals for the Group.

Responsible for the review of all Group work to ensure quality and consistency of reports necessary for trial and prosecution purposes.

Provides guidance, direction and work review to the Associate Medical Examiner and support staff.

Testifies in court as an expert witness. Maintains cooperative liaison with all elements of the criminal justice system. Maintains cooperative liaison with funeral home directors and their staff. Coordinates with hospital transplant teams for authorized removal of organs, tissue, bone and eye donations.

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Establishes, evaluates and monitors policies and operational procedures for handling potentially infectious autopsy cases and hazardous chemicals and equipment to assure optimal protection of personnel. Conducts regular evaluations of facility and equipment to assure operation and maintenance standards for equipment.

Provides family conferences to relatives of the deceased to increase level of understanding of causes of death, manner of death, and physiologic mechanisms involved. Also explains findings and opinions to attorneys, government officials and others.

Provides educational and informational opportunities through talks and lectures to law enforcement, medical and paramedical groups and other criminal justice and related agencies.

Provides information and statistical information to community agencies, insurance companies, news media, social agencies, educational programs, etc.

Maintains and upgrades professional knowledge, skills and development and participates in State and National forensic organizations and programs. Provides input and gains knowledge in forensic programs to maintain the quality of the County forensic investigation program and Medical Examiner's services.

Performs related duties as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of all federal, state and local regulatory requirements applicable to vital statistics recordation, laboratory operations, public records laws and rules of evidence.

Thorough knowledge of established policies for deciding jurisdiction of cases, as well as investigative procedures for determining causes and manner of death. Thorough knowledge of established policies and procedures for receiving, storing and releasing bodies.

Thorough knowledge of the principles, practices, instruments and methods used in the collection and processing of post-mortem evidence. Thorough knowledge of the procedures involved in detecting, analyzing, evaluating and interpreting manifestations and symptoms of physical conditions from pathological examinations.

Considerable knowledge of microscopy, toxicology, ballistics and investigative techniques as they relate to forensic medicine. Considerable knowledge of rules of evidence as they apply to the preservation of specimens from a post-mortem examination.

Ability to understand, anticipate and control legal liabilities for the County and the public. Maintain a sense of caring for the survivors' emotional well being. Ability to present findings in court in a logical manner.

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Promote a sense of teamwork to maintain good communication between all members of the office so that details are not overlooked. Knowledge of accepted modern business management practices. Ability to effectively supervise subordinate staff

Deal objectively with the emotional stress generated by dealing with death daily and working long hours occasionally under adverse conditions.

Skill in the performance of autopsy techniques. Skill in the use of microscopes, surgical tools and other equipment used in investigations.

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited school of medicine specializing in pathology and possession of a current license to practice medicine in the State of Florida as required by the Florida Department of Professional Regulations; and certified by the American Board of Pathology in Anatomical and/or Clinical Pathology. Qualified by training to sit for and pass the requisite Forensic Pathology certification requirements of the Board. Three (3) years of experience as an Associate or Deputy Medical Examiner or closely related experience. Must possess and maintain a valid Florida driver's license or be able to obtain one by date of hire.

### **ADA REQUIREMENTS**

Physical Demands: Ability to traverse rough, wooded terrain without vehicle assistance. Ability to stand for extended periods of time. Stooping, kneeling, crouching, handling, fingering, feeling, talking and visual acuity, far and near; depth perception with correction.

Environmental Demands: Inside work with occasional outside in heat and humidity. Contact with water and other liquids, fumes and odors, and dust.

Mental Demands: Algebra, read periodicals, technical journals, manuals. Writing technical reports for presentation to court of law; speaking extemporaneously on variety of subjects.