

## CHIEF MEDICAL EXAMINER ASSISTANT

### CLASS CODE/PAY RANGE

Class Code: 1517

EEO Code: B

FLSA: E

Pay Range: F

### MAJOR FUNCTION

Highly responsible administrative and technical work overseeing the daily operations and investigations of the Medical Examiner's Office.

### ILLUSTRATIVE DUTIES

(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, related, or a logical assignment to the position.)

Gives testimony in court proceedings and at depositions. Determines propriety of case assignment to Medical Examiner (M.E.) office or local law enforcement. Monitors progress of cases through process. Prepares statistical reports and documentation as needed. Prepares and approves affidavits or amendments to death certification.

Provides guidance to staff of forensic investigators (Medical Examiner's Assistants) on procedures, reporting, etc. Plans, assigns and reviews work. Reviews investigative reports to ensure accuracy thoroughness, proper documentation and conformance with office standards. Ensures compliance with federal, state and local regulations and standards relating to death scenes, investigations, reporting, disposition of bodies, etc.

Coordinates release of information to the news media, insurance companies, families, law enforcement agencies, attorney, et al on current cases.

Oversees the daily operation of the M.E. Office including supervising technical, administrative and contracted staff (e.g. discipline, hiring, evaluations, leave approval); preparing and monitoring operational budgets; monitoring M.E. fleet usage, maintenance and expenses; developing policies, procedures, and performance standards; Manages cremation approval process.

Serves as a liaison to law enforcement agencies, judicial agencies, and civic groups. Gives lectures on ME Office to interested groups and organizations.

Performs related duties as required.

### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of principles, procedures, and methods regulating the medicolegal investigative field. Knowledge of methods used in collecting and preserving physical evidence. Knowledge of federal, state and local ordinances, regulations and standards governing medicolegal investigative field. Knowledge of terminology, tools and reporting procedures for forensic medical sciences. Knowledge of anatomy, psychology, toxicology, and physiology.

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Ability to supervise technical, administrative and contracted subordinate personnel. Ability to operate camera and other photographic equipment. Ability to prepare clear and comprehensive technical, written reports. Ability to establish and maintain effective working relationships with subordinates, law enforcement and judicial personnel, media and the public. Ability to obtain pertinent medical history of the deceased. Ability to work flexible schedules including weekends and nights. Ability to operate a motor vehicle. Ability to prepare and monitor budgets.

#### MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration, Public Administration, or related field and three (3) years of progressively responsible administrative and managerial experience in overseeing a major operational function; OR high school or GED and seven (7) years of progressively responsible experience with a minimum of three (3) years in a leadership role with experience in budgeting and personnel. Possession of a valid Florida Driver's license.

A comparable amount of education, training and experience may be substituted for the minimum experience.

#### ADA REQUIREMENTS

Physical Demands: Heavy to very heavy work. Ability to lift, pull, push, feel see (color, acuity, depth perception,) carry, walk, stoop, kneel, bend, handle, talk; finger dexterity.

Environmental Demands: Inside and outside work. Ability to tolerate exposure to inclement weather (rain, cold, heat, humidity); odors, chemicals, dust, poor ventilation, fumes. Exposure to human remains and fluids.

Mental Demands: Ability to read and comprehend scientific, medical and technical reports, abstracts and documents; memos, evaluations, safety rules, financial reports, letters. Ability to perform general mathematical functions. Ability to write complex sentence relaying information, data, and details. Ability to prepare financial and statistical reports. Ability to perform public speaking; ability to speak clearly and concisely relating technical information to laymen. Ability to analyze information and develop conclusions.

New 10/96  
Revised 2/02  
Revised 4./05