

MEDICAL EXAMINER'S ASSISTANT

CODES/PAY RANGE

Class Code: 1518

EEO Code: C

Pay Range: 121

MAJOR FUNCTION

Responsible technical work gathering detailed information relative to circumstances surrounding a death.

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.)

Maintains continuous contact with the County Communications Center to receive notification of a death that has the potential to be considered a medical examiner's case.

Upon receipt of death notification, establishes contact with reporting agency to receive death information such as body location, apparent manner of death (natural vs. violent or suspicious), name of personal physician (if available), etc. Determines if the medical examiner has jurisdiction in the case.

Gathers information at scenes relative to death. Takes notes and photographs at scene. Notifies and authorizes the use of body livery service in accordance with office policy, or transports the decedent with or without assistance to the morgue.

Prepares documentation for the medical examiner to certify the death. May photograph specimens, prepare specimen labels and operate x-ray equipment. May communicate with the decedent's physician and/or surviving family members.

Assists with autopsies including opening cranial, chest and abdominal cavities, collecting specimens of blood and other body fluids and removing the organs from such cavities. May supervise organ and tissue harvesting procedures by tissue procurement agencies.

Assists with preparation of quarterly workload reports. May assist with preparation of budgetary analyses and reports.

May be designated a lead worker to supervise other Medical Examiner Assistants in the Investigation Section.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the methods used in collecting and preserving physical evidence. Knowledge of the use and operation of camera and other photographic equipment.

Knowledge of medical terminology.

Ability to work with a degree of independence. Ability to execute oral and written directions. Ability to prepare a clear and comprehensive report. Ability to establish and maintain effective working relationships with other employees, and other law enforcement officers and the general public. Ability to handle sensitive and confidential information in a professional manner. Ability to obtain a pertinent medical history for the deceased. Ability to lift cadavers if necessary. Ability to work weekends and nights when necessary. Ability to use office equipment.

MINIMUM QUALIFICATIONS

Bachelor of Science in Forensic Science; OR Bachelor of Science in Biology, Chemistry, or related field AND one year of related experience.

Possession of a valid Florida driver's license.

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

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, finger dexterity, talk.

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 body fluids.

Mental Demands: Ability to read and comprehend scientific, medical and technical reports, abstracts and documents; memos, evaluations, safety rules, letters. Ability to perform general mathematical functions. Ability to write complex sentences relating information, data and details. Ability to speak clearly and concisely relating information. Ability to analyze information and develop conclusions.

Revised 6/07
Revised 4/03
Revised 10/94