

## **ASSOCIATE MEDICAL EXAMINER**

### **CODES/PAY GRADE**

Class Code: 1555

EEO Code: B

Pay Grade: Market Value (700)

### **MAJOR FUNCTION**

Progressively responsible work assisting the Medical Examiner in the development and implementation of 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.

Assists the Medical Examiner in planning, organizing and administering 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.

### **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 to, related to, or a logical assignment to the position.)

Assists the Medical Examiner in formulating and implementing County policies and procedures that incorporate FS 406 and FAC 11G for the Division. Also assists in planning and implementing short term and long term goals for the Division.

Performs autopsies and physical examinations to determine cause and manner of death. Interprets histological, toxicological, chemical, hematological and microbiological laboratory results

Maintains Medical Examiner records and follows policies for the documentation of the chain of custody for decedents' personal effects, evidence and human remains. Assists in 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 support staff.

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

**(Associate Medical Examiner) Page 2 of 3**

Assists in establishing, evaluating and monitoring 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 training experiences for professional staff member, police trainees, local law enforcement officers, lawyers, resident physicians in pathology, medical students and medical practitioners. Presents lectures for students, officers and general community. Provides information to citizens, news media and the general public.

Maintains and upgrades professional knowledge, skills and development by attending seminars and training programs and reading trade and professional journals and publications.

Performs related duties as required.

**KNOWLEDGE, ABILITIES AND SKILLS**

Considerable knowledge of all federal, state and local regulatory requirements applicable to vital statistics recordation, laboratory operations, public records laws and rules of evidence. Considerable knowledge of established policies for deciding jurisdiction of cases, as well as investigative procedures for determining causes and manner of death. Considerable knowledge of established policies and procedures for receiving, storing and releasing bodies.

Considerable knowledge of the principles, practices, instruments and methods used in the collection and processing of post-mortem evidence. Considerable 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 survivor's emotional well being.

Promote a sense of teamwork to maintain good communication between all members of the office so that details are not overlooked.

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

Ability to present findings in court in a logical manner.

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

### **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. Three years of progressively complex and responsible experience in clinical pathology. 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.

Approved 2/99