

MEDICAL EXAMINER - INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Medical Examiner, an incumbent in this position is responsible for independent and confidential investigations of deaths that result from criminal, suspicious or undetermined causes. The incumbent conducts on-scene investigations and in-hospital investigations by interviewing witnesses and recording detailed observations of the scene and obtaining physical and trace evidence. Investigations are also performed to confirm or disprove the results suggested by autopsies and toxicological analyses. The incumbent also assists in performing professional laboratory work in the investigation of evidence related to unusual deaths. Tours of duty cover any period of day, night, weekends, and holidays; incumbent may be called for any county emergency. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Screens and records all cases called into the Office of the Medical Examiner;

Conducts investigations of homicides, suicides, sudden, unexpected natural or accidental deaths;

Interviews witnesses to obtain information useful to the Office of the Medical Examiner;

Prepares full descriptions of the site and of pertinent facts relating to the death;

Examines the body, takes necessary photographs, takes official possession of it, and transports it to the Office of the Medical Examiner, as necessary;

Removes, records, secures and releases personal effects from bodies brought to the Medical Examiner mortuary;

Gathers samples of relevant materials at the scene of death to be used for toxicological examination;

Carries out additional investigations and interviews as directed;

Recommends release of bodies or the need for autopsies on the basis of preliminary investigations of deaths;

Assists the Medical Examiner during autopsies; assists other investigators as needed;

Performs general office and clerical functions to insure the smooth and effective operation of the division, and covers for other members of staff when necessary;

Prepares reports and records regarding the investigations;

Uses computer applications or other automated systems such as spread sheets, word processing, calendar, e-mail and database software in performing work assignments.

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of what constitutes and how to safeguard and process toxicological samples; knowledge of modern laboratory methods and techniques; ability to record, organize, and present data with scientific accuracy and thoroughness; ability to establish and maintain effective working relationships with the public, hospitals, law enforcement and other government agencies; ability to deal with people under stress; ability to work under adverse and tense conditions; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; good judgment; courtesy; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and either: (a) a Bachelor's Degree* in Forensic Science; or (b) a Bachelor's Degree* in Criminal Justice, Medical Technology, Biology, Chemistry, or related healthcare field, plus one year of experience working in a mortuary establishment, a clinical laboratory or a forensic science laboratory; or (c) an Associate's Degree* as stated in (b) plus three years of experience as stated in (b); or (d) certification as a paramedic issued by an accredited training institution plus two years of experience in the field; or (e) possession of licensure and current registration issued by the State of New York to practice as a registered nurse or Physician's Assistant.

SUBSTITUTIONS: Satisfactory completion of 30 credits* toward a Master's Degree in Forensic Science may be substituted on a year for year basis up to two years of the above stated experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENTS: Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.