

PATHOLOGIST - DEPUTY MEDICAL EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Pathologist-Medical Examiner, an incumbent in this position assists with the direction, administration and operation of the Department of Laboratories and Research including the Public Health Laboratories, the Office of the Medical Examiner and the Forensic Science Laboratories. An incumbent may serve in the capacity of the Medical Examiner. Supervision is exercised over a number of employees in the department including residents, interns and nurses. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the direction, coordination and supervision of the Department of Laboratories and Research, assisting with the development of policies, procedures, and long and short-range goals and objectives;

Supervises the Office of the Medical Examiner;

Prepares final reports of Medical Examiner's cases which include reports of investigations of death at scenes of death;

Performs and/or supervises the performance of autopsies, gross and histologic examinations of surgical specimens, and microscopic examinations, and evaluates all data and prepares reports of findings;

Assists in the development of policies for various programs within the Department and monitors compliance, ensuring that all safety procedures are followed;

Develops and maintains programs, services and organizational climate conducive to attracting, retaining and recruiting the personnel needed to accomplish the Department's mission;

Conducts conferences, seminars and lectures for lay and professional groups;

Conducts research;

Gives expert testimony in courts of law;

Available twenty-four hours a day, seven days a week to conduct investigations to determine the cause of death presumably due to an unlawful act, violence, casualties, or by sudden and unusual circumstances;

Keeps abreast of changes in County, State and Federal laws, rules, procedures and regulations, ensuring that the Department is in compliance with all applicable laws and regulations;

Uses computer applications or other automated systems such as spreadsheets, 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:

Thorough knowledge of human pathologic anatomy; thorough knowledge of clinical pathology including methods, procedures and interpretations; thorough knowledge of physiology and anatomy; good knowledge of laws governing office of the Medical Examiner; good knowledge of the principles and practices of supervision; skill in the use of diversified special equipment, instruments and materials required in all phases of Pathology; ability to communicate effectively, both orally and in writing; ability to detect, analyze, evaluate and interpret the manifestations and system of physical conditions from pathological examinations; ability to give expert testimony in courts of law; 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; sound professional judgment; initiative; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from approved medical school*, completion of at least three years of residency training in pathologic anatomy in an approved hospital, and five years experience in the field of pathology including two years training or experience in clinical pathology and one year training in forensic pathology.

SPECIAL REQUIREMENT:

1. Possession of a valid license and current registration to practice medicine in New York State and possess certification by the American Board of Pathology in either Anatomic or Forensic Pathology will be required at time of appointment and maintain same while in the title
2. 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

*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 Department of Education as a post-secondary, degree-granting institution.