

SENIOR MEDICAL EXAMINER-INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Medical Examiner, an incumbent of this class supervises the operation and personnel in the Medical Investigator section of the Medical Examiner's Office. The incumbent supervises the performance of the independent and confidential investigations of deaths resulting from criminal, suspicious or undetermined causes. The procedures performed at this level are of a highly specialized nature and incumbents must be proficient in all of the specialized technical and scientific aspects involved to be able to both perform the analysis and provide technical consultation and guidance to others. The incumbent is responsible for the technical training and supervision of subordinate personnel. Responsibility also involves ensuring the receipt, recording, grouping, and labeling of specimens and the communication of test results. Tours of duty cover any period of day, night, weekends and holidays. The incumbent may be called in for any county emergency. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises Medical Examiner-Investigators in the performance of their work;

Provides recommendations and updates to department standard operating procedure manual;

Trains investigators in the technique of conducting investigations of homicides, suicides, and deaths resulting from suspicious and undetermined causes;

Reviews the work of subordinate personnel, providing them with instruction, professional guidance and expertise, in the area of specialization;

Implements corrective measures and actions as needed;

Ensures investigative team readiness for mass fatality incidents including creating and maintaining the plan and manual;

Acts as a contact person/liaison during mass fatality incidents;

Analyses and condenses raw data and statistics to identify and report trends to alert supervisors and appropriate/approved interested agencies;

Prepares and maintains daily shift schedule for the section;

Supervises and participates in the screening and recording of all cases called into the Office of the Medical Examiner;

Supervises and participates in interviewing 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;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

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;

Oversees the distribution, repair and upkeep of equipment in the section;

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;

Keeps abreast of development of new techniques or improvements in published or existing methods;

Attends workshops, conferences and meetings;

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 the principles, techniques, procedures, instrumentation and safety precautions in the field of medical investigation, particularly as they apply in a medical examiner's office; thorough knowledge of what constitutes, and how to safeguard and process, toxicological samples; good knowledge of modern laboratory methods and techniques; good knowledge of directed interview techniques; ability to supervise and coordinate the work of subordinate personnel; 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

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd) agencies; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability to communicate effectively, both orally and in writing; ability to deal with people under stress; ability to work under adverse and tense conditions; ability to lift 50 pounds unaided; integrity; accuracy; thoroughness; alertness; good judgment; courtesy; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* or a Master's Degree* in Forensic Science or closely related field and one year of experience in a Medical Examiner's office where a primary function of the position was performing independent and confidential investigations of deaths resulting from criminal, suspicious or undetermined causes; or (b) a Bachelor's Degree* in Medical Technology, Biology, Chemistry, or healthcare related field, or Criminal Justice and two years of experience as stated in (a); or (c) an Associate's Degree* in Medical Technology, Biology, Chemistry, or healthcare related field, or Criminal Justice and four years of experience as stated in (a); or (d) certification as a paramedic issued by an accredited training institution and one year of experience as a paramedic and two years of experience where a primary function of the position was performing independent and confidential investigations of deaths resulting from criminal, suspicious or undetermined causes; or (e) possession of licensure and current registration issued by the State of New York to practice as a registered nurse and two years of experience as stated in (a).

SUBSTITUTIONS: Satisfactory completion of 30 credits* towards a Master's Degree* in Forensic Science or closely related field, may be substituted for one year of the above stated experience in options (b) through (e).

*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 REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State, and maintain same while in the title.

West. Co.
J. C.: Competitive
MQT5

Job Class Code: C3040
Job Group: XI