

**ORANGE COUNTY**  
**MANAGEMENT CLASS SPECIFICATION**

**TITLE:** DEPUTY MEDICAL EXAMINER **GRADE:** 29

**TITLE ABBREVIATION:** DPTY MED EXAMINER **TITLE NO:** 6242

**JURIS.CL:** NC **SALARY CODE:** 03 **EEO CODE:** PR **FLSA CODE:** EX

**DEPARTMENT:** HEALTH DEPARTMENT

**NATURE OF THE WORK:** The Deputy Medical Examiner has the responsibility to assist with or perform, in the absence of the Medical Examiner, the investigation of the cause and manner of any death in Orange County occurring in suspicious cases, i.e., homicides, suicides, unexplained nature, disease of public health significance, etc., or occurring to persons confined to public institutions (other than a hospital, infirmary or nursing home) or persons unattended by a physician. The position also involves cooperation with local medical professionals, hospitals, law enforcement agencies, District Attorney's office, etc.

**CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS:** This is a one-position class allocated to the non-competitive class. The Deputy Medical Examiner serves as a forensic pathologist for the County and must remain duly licensed to practice medicine. Work is performed under the direction of the Medical Examiner with wide leeway for the exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over the work of professional, technical and clerical staff.

**TYPICAL DUTIES AND TASKS:**

In the absence of the Medical Examiner, assumes the authority to investigate every death occurring within Orange County or a death which appears to be suspicious, i.e., violent in nature, one caused by unlawful or criminal action or by negligence, or one that is unattended or uncertified by a physician;

As forensic pathologist, performs and/or supervises the performance of autopsies, both internal and external, whenever necessary to establish the cause and manner of death, and prepares evaluation and documentation of findings;

Visits or supervises the visitation of a death scene, conducts investigations and prepares related reports;

-Continued-

Completes and issues death certificates;

Maintains records of all investigations and findings in accordance with prescribed laws and regulations;

Delivers all pertinent records to the District Attorney whenever investigation indicates that a crime may have been committed;

Testifies in court and at inquests whenever necessary concerning the cause and manner of death;

Trains or participates in the training of attendant professional and technical staff.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the modern theory and practice of pathology in order to investigate deaths and perform autopsies; thorough knowledge of the principles, practices, procedures and terminology in the field of forensic pathology; thorough knowledge of governing laws, rules and regulations related to conducting forensic investigations; good knowledge of laboratory equipment, procedures and techniques in order to conduct autopsies, order tests and understand results; ability to perform complicated autopsies and post-mortem examinations; ability to give expert medical testimony; ability to plan and direct the work of professional, technical and support staff involved in the operation of the medical examiner's office; ability to present ideas clearly and effectively both orally and in writing; ability to analyze data and prepare accurate reports; ability to maintain accurate records; ability to establish effective working relationships with others; initiative; ability to exercise good professional judgment; tact; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Possess and maintain a valid driver's license and current registration to practice medicine issued by the New York State Education Department and certification or board eligible in Forensic Pathology by the American Board of Pathology with Forensic Pathology board certification attained within two (2) years of employment and one (1) year of experience as a forensic pathologist.

REVISED: 9/1/17 dc