



CLASS SPECIFICATION

Class Code: 16026
Date Est: 07/2007
Last Rev:
Last Title Chg: 08/2014
FLSA: Exempt
Probation: N/A

CHIEF MEDICAL EXAMINER/CORONER

DEFINITION

Under the executive direction of the County Manager, serving in a department head capacity, plans, organizes, and directs the Medical Examiner and Coroner functions in the investigation of unexpected, natural, unnatural, and unattended deaths; manages and prepares the office budget, investigative and administrative staff, and conducts and oversees autopsies and medical examinations; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Graduation from an approved school of medicine and possession of a current license to practice medicine in the State of Nevada and five years experience in forensic pathology including two years in an administrative/supervisory capacity.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

Licensed as a physician to practice medicine in the State of Nevada.

Shall be a pathologist certified by the American Board of Pathology in forensic pathology.

SUPERVISION EXERCISED

This is a full supervisory, management, and administrative classification for the County Medical Examiner/Coroner function.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Supervises the Medical Examiner/Coroner administrative and investigative office and the morgue and related laboratory autopsy rooms; oversees hiring, training, scheduling and evaluation of staff; establishes goals and objectives, policies, procedures, and work standards for the Medical Examiner/Coroner Office.

Prepares and administers the Medical Examiner/Coroner budget; presents reports to the Board of County Commissioners as requested.

Directs and performs timely postmortem examinations, retaining samples, specimens, and tissues necessary for analysis, examination and documentation as prescribed by existing practices of forensic pathology.

Prepares or oversees the preparation of written autopsy, medical examination, and investigation reports using appropriate reporting form and convention.

Certifies the cause and manner of death; signs death certificates; supervises preparation of other pertinent medical reports.

Keeps and maintains appropriate records, reports, and other documentation regarding investigations as well as physical evidence transferred from other investigative agencies.

Arranges, at County expense, for other investigative services not available as customary or usual from the County, e.g. anthropology, histology, neuropathology, DNA testing, etc., as necessary.

Confers with and provides expert testimony on autopsies performed as required by law enforcement officers and Prosecuting Attorney.

Visits the scene of death, or discovery of remains to provide professional assistance as needed.

Follows policy and protocol for handling of organs and tissues, and appropriate handling of bodies and personal items found on or about said bodies; manages the release of unclaimed bodies.

Ensures the confidentiality of reports and records of autopsies or postmortems.

Supervises the preparation of the annual report.

Trains or ensures training of Medical Examiner/Coroner staff.

Oversees reimbursement requests to state agencies for autopsies.

Performs autopsies for surrounding counties as per existing Washoe County policy.

Facilitates accreditation by National Association of Medical Examiners and/or other recognized accrediting agencies for Medical Examiner/Coroner offices.

Maintains chain of custody for any and all evidence that comes into possession or control of the Medical Examiner Office.

Assists in the hiring and management of Forensic Pathologists.

Performs other related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Considerable Knowledge of:

Forensic medicine and pathology to include both medical and legal aspects surrounding sudden and unnatural death.

Operations, services and activities of a death investigation center.

Laws affecting certification of death, release of bodies, custody of the property of deceased persons and related matters.

Methods, practices, equipment and procedures of handling deceased individuals, data collection, statistical analysis and report writing principles and techniques.

Knowledge of:

Principles and practices of management organization and supervision.

Methods and procedures of budget preparation and management.

Ability to:

Perform autopsies.

Prepare detailed technical reports.

Solve complex death investigations.

Direct the development and implementation of departmental procedures and standards and evaluate their efficiency.

Plan, direct and evaluate the work of subordinates.

Communicate effectively both orally and in writing.

Use strong interpersonal skills, including ability to interact and cooperate with co-workers and to deal effectively with law enforcement personnel, attorneys, court personnel, county commissioners and the general public.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Corrected hearing and vision to normal range.

Ability to work extended hours as necessary.

Verbal communication ability.

Ability to use surgical instruments, autopsy equipment, and office equipment such as computer, copiers, and FAX.

Ability to work under conditions involving exposure to noise and foul odors. Work is performed both inside and outside in all types of environmental conditions, and may involve exposures to decomposed bodies, contagious diseases, and vermin.

Work shall require regular contact with other staff and the public.

An incumbent in this position must be qualified to conduct autopsies of human remains and have an appropriate autopsy workload.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.