



CLASS SPECIFICATION

Class Code: 18429
Date Est: 10/2017
Last Rev:
Last Title Chg:
FLSA: non-exempt
Probation: 12 months

MEDICOLEGAL DATA SPECIALIST

DEFINITION

Under general supervision, collects, analyzes and interprets violent and drug related crime data using statistical methodology and reporting techniques in support of the objectives of the Washoe County Regional Medical Examiner's Office (WCRMEO); and performs other related duties as assigned.

EXPERIENCE AND TRAINING REQUIREMENTS

An associate's degree or higher from an accredited college or university in criminal justice, criminology, police administration, statistics, epidemiology, public health, biology or a related field AND one year of full-time experience working with law enforcement reports, toxicology reports and/or medical records to include data collection and analysis, and the use of standard Microsoft Office Suite applications (Word, Excel and Outlook at a minimum) in performing daily duties and department specific functions; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

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

SUPERVISION EXERCISED

Exercises lead and training direction to assigned staff.

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

Collect, analyze and abstract violent and drug related crime data from law enforcement reports, Medical Examiner files, toxicology reports and information obtained from other pertinent agencies.

Conduct statistical analysis of acquired data for the purposes of grant reporting.

Establish and maintain individual case files, narratives, reports and correspondence for both internal and external purposes.

Performs a variety of general administrative duties; performing quality assurance to ensure case information is correctly entered into the database, responding to requests for information, and handling case related correspondence.

Collaborate with law enforcement agencies, partnering Medical Examiner and Coroner's offices, hospitals, family members of decedents, the CDC, Department of Health and Human Services and other applicable agencies and community members, scheduling and facilitating group meetings as needed.

Lead and train assigned staff in data collection, analysis and extraction to include implementing effective quality assurance methods.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental policies and procedures.

Nevada Revised Statutes, Washoe County Code and local ordinances as they relate to the WCRMEO.

Software programs and equipment unique to the WCRMEO.

Ability to:

Respond to requests and inquiries from County personnel, partnering agencies and the public related to the policies and procedures of assigned function.

Evaluate, develop and recommend changes in operating processes and procedures of assigned function.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

Knowledge of:

Data collection, analysis, research techniques and record keeping.

Standard Microsoft Office Suite applications (Word, Excel and Outlook).

General office practices, manual and automated filing systems and record management practices.

English usage, spelling, vocabulary, grammar and punctuation.

Ability to:

Perform statistical analysis and reporting on acquired data.

Complete and maintain accurate records.

Assimilate information and write consolidated and comprehensible narratives and reports.

Interpret and apply regulations, policies, and procedures.

Communicate clearly and concisely, both orally and in writing.

Use initiative and independent judgment within established procedural guidelines, organizing own work, setting priorities and meeting critical deadlines.

Provide training and direction to staff in assigned function.

Interact effectively and sensitively with a variety of individuals from diverse backgrounds.

Maintain effective working relationships with those contacted in the course of work

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

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computers, copiers, telephone and FAX machine. Ability to work in a variety of environments including law enforcement offices, hospitals, occasionally crime scenes or outdoors.

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