



# JOB DESCRIPTION

<b>Title</b>	<b>Medical Examiner</b>	<b>Created</b>	Nov. 2015
<b>Department</b>	District Attorney's Office	<b>Revised</b>	
<b>Job Class</b>	RU 21	<b>Safety Sensitive</b>	Yes
<b>Labor Union</b>	Unrepresented	<b>FLSA</b>	Non-exempt

## **Purpose**

To conduct death and suspicious death investigations in cooperation with law enforcement, provide expert witness testimony, and provide legal documentation for court trials and appearances in conjunction with the District Attorney's Office. Provides training on a local and statewide basis on death investigations and other related matters, and participates on specialized teams involving violence. Works under the direction of the District Attorney and Chief Deputy District Attorney.

## **Essential Functions**

- Respond to death scenes, examine body and scene, assist with recognition/protection/collection of evidence, recovery and identification of human remains, acquire/interpret medical records, obtain blood and body fluids, interview witnesses and next-of-kin, interview medical care providers, and provide necessary technical expertise in the investigation of violent or suspicious deaths and assaults.
- Provide state mandated death investigation reports, record death certificate information, create and maintain database of county medical examiner cases, maintain state mandated documentation of medical examiner cases, prepare and maintain statistical data, initiate and update policies, prepare and provide expert witness documentation for use in court trials and hearings.
- Provide formal training to law enforcement, medical professionals, prosecutors, and EMS providers on death investigations, crime scene investigations, sexual and physical assault investigations, photo documentation of investigations, and other training as necessary.
- Provide both fact and expert witness testimony in grand jury, inquests, court trials and hearings related to violent or suspicious deaths and assaults.
- Perform related duties as required.
- Follow all safety rules and procedures established for work areas.

## **Mandatory Qualifications**

Must be able to prepare clear, concise, and comprehensive reports that will stand up under intense legal scrutiny.

Requires graduation from an accredited School of Medicine or Osteopathic Medicine with a degree of Doctor of Medicine or Doctor of Osteopathic Medicine.



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Must be able to effectively and empathetically communicate information regarding policies, science, medicine, and state statutes while in emotionally charged situations with a variety of public and professional individuals. Must be able to effectively communicate through grand jury, inquest, and/or courtroom testimony.

## ***Desired Qualifications***

## ***Physical Demands***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

## ***Working Conditions***

This is an on-call position including some weekends and holidays. The work is performed both indoors and outdoors in a variety of environments and all-weather conditions.

Duties may involve strenuous physical activity, extensive driving or computer time, as well as exposure to unpleasant elements at death scenes. Frequent exposure to biological hazards.

Commonly encounters grieving and/or volatile individuals at scenes, during the course of investigation, and subsequent to investigation.

## ***Supervisory Responsibility***

Supervision is not a typical responsibility of this position.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.