

## **MEDICAL EXAMINER, ASSOCIATE**

### **JOB PURPOSE AND SUMMARY**

Conducts death investigations to determine the cause and manner of the deaths. Investigations may include the performance of autopsies, external examinations, determining/verifying the decedent's identity, review of decedent history, and interpretation of various tests and histologic slides. The Associate Medical Examiner may be required to assume the duties of the Medical Examiner in his/her absence.

### **CLASSIFICATION DISTINCTIONS**

The Associate Medical Examiner reports directly to the Medical Examiner. The Associate Medical Examiner is not responsible for policy and procedural changes; however, the Associate Medical Examiner may provide recommendations. This position has broad responsibility and considerable latitude for independent judgment and works autonomously in the performance of daily activities. All work is subject to review by the Medical Examiner.

### **KEY OR TYPICAL TASKS AND RESPONSIBILITIES:**

- Performs duties in compliance with department policies and procedures.
- Performs timely post mortem examinations, retaining samples, specimens, and tissues necessary for analysis, examination, and documentation as prescribed by existing practices of forensic pathology.
- Prepares written autopsy reports using appropriate reporting form and convention.
- Issues preliminary reports in writing, of the cause of death where such determination is not dependent upon further investigation.
- Keeps and maintains appropriate records, reports, and other documentation regarding investigations as well as physical evidence transferred from other investigative agencies.
- Confers with law enforcement officials on cases performed and occasionally on other cases.
- Provides expert testimony as required by the Prosecuting Attorney.
- Visits the scene of death, or discovery of remains to provide professional assistance.
- Takes documentary digital images.

- Recommends and assists in the implementation of goals and objectives and assist with establishing schedules and methods for providing services.
- Other duties as assigned by the Medical Examiner.

## **QUALIFICATIONS**

Must possess a Washington MD/DO license, is currently or has been certified by the American Board of Pathology in anatomic pathology. Must be either certified by the American Board of Pathology in forensic pathology or eligible to sit for the boards in forensic pathology and obtain certification within three years of appointment. Must maintain certification by the American Board of Pathology in forensic pathology.

- Maintain a valid driver license in state of residency.

**Knowledge of:** Operations, services, and activities of a death investigation center; pathology and forensic pathology procedures; methods, practices, equipment and procedures of handling deceased individuals; report writing principles and techniques.

**Ability to:** Prepare detailed technical reports; solve complex investigations of death; 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.

## **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

Incumbent typically works in a climate controlled laboratory area requiring employee to handle biological evidence. Additionally, incumbent may work in an office setting for purposes of documentation and report writing; and may possibly be subjected to adverse weather and environment conditions when responding to death scenes. Work involves management of multiple priorities and can involve face-to-face interactions in stressful or sensitive situations.

Essential tasks include: strength, agility, and manual dexterity of standing, walking, lifting, pulling, pushing, typing/keyboarding, etc. are essential physical demands required to perform post mortem examinations and complete necessary forms and reports on findings. Driving a vehicle to and from crime scenes, seminars, training classes, conferences, and meetings requires strength and agility. Sensory tasks of seeing, reading, speaking, hearing and smelling are essential for execution of duties when performing post mortem examinations and communicating with law enforcement and court personnel, county commissioners, co-workers, general public, etc.

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