



## Deputy Medical Examiner

### Medical Examiner

Pay Grade:

#### JOB SUMMARY

This position is responsible for the investigation or supervision of investigation for all types of deaths. Performs medicolegal investigations, autopsies and examinations and orders analytical testing to determine accurate cause and manner of death including investigation within the jurisdiction of the Webb County Medical Examiner in accordance with Articles 49.0 and 49.25, Texas Code of Criminal Procedure, Texas Family Code and the Texas Health and Safety Codes, including those cases contracted with other counties outside of Webb.

#### MAJOR DUTIES

- Conducts post-mortem examinations to determine cause and manner of death.
- Orders appropriate analytical testing.
- Collects specimens and evidentiary materials and requests testing.
- Dictates findings upon completion of post-mortem examinations.
- Prepares written opinion reports regarding case findings, including the interpretation, findings.
- Signs official death certificate.
- Promptly reviews and signs Medical Examiner reports.
- Responds to scenes when necessary or requested.
- Assists in the recovery of decedents.
- Provides family conferences in person and by telephone to family members of the deceased to increase level of understanding of causes of death, manner of death, physiologic and psychological mechanisms involved.
- Responsible for assisting with the review of all medical investigator reports to assure accuracy.
- Provides expert forensic pathology witness testimony in Local and State court proceedings to include testimony in out-of-county autopsy cases.
- Confers with attorneys, law enforcement, physicians, family members and general public, as required.
- Performs any other duties as assigned.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Medicolegal investigation of death techniques.
- Modern forensic pathology methods and techniques.
- Standard autopsy room protocols.
- Rules and collection of evidence.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Budgeting development, process and maintenance.
- Policies, practices, procedures and terminology of assigned function.
- Principle and procedures of record keeping.

- Business English, spelling and arithmetic.
- Skill in: Using and caring of autopsy room equipment, photography equipment and microscope.
- Holding inquests, and documenting results of application of forensic pathology, toxicology, histology, and other medical-legal procedures.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and decision-making.
- Dealing effectively and professionally with distraught, upset, or potentially volatile family members or situations.
- Interpret, follow and enforce written rules, policies, procedures, codes, ordinances and regulations. Work independently.
- Deal with death-related environment daily and unpleasant odors associated with autopsies.

## SUPERVISORY CONTROLS

Serves as Inquest Authority under direction of Chief Medical Examiner.

## GUIDELINES

- Guidelines include rules and collection of evidence and compliance with Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- The work consists of varied administrative, supervisory, and management duties. The variety of duties contributes to the complexity of the position.

## CONTACTS

- Contacts are investigators, law enforcement, physicians, family members, attorneys and general public

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- Physical requirements include the ability to lift/carry up to 75-100 pounds and maneuvering cadavers unassisted in excess of 200 pounds.
- Requires visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate laboratory equipment and basic office equipment and computer.
- Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions.
- At times requires driving and exposure to outdoor conditions.
- Subject to various biological/infectious, chemical, mechanical, electrical, explosive and radiation hazards in indoors/outdoors work, and exposure to fumes, noxious odors and toxic wastes.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

Plan, direct, and coordinate the work activities of managerial and support staff.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college of medicine and a postgraduate training program in anatomic pathology and one (1) year of training in forensic pathology at an approved ACGME program.
- Licensed to practice as a medical doctor in the State of Texas issued by the Texas Medical Board. Certified in anatomic or anatomic/clinic pathology by the American Board of Pathology. Board Eligible or Certified in forensic pathology.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is not covered* under Civil Service; however, all other Webb County policies apply.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

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Employee's Signature

Print Name

Date

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Supervisor's Signature

Print Name

Date

## **JOB DESCRIPTION**

### **DEPUTY MEDICAL EXAMINER**

#### **JOB RESPONSIBILITIES**

The Deputy Medical Examiner works both independently and under the direction of the Chief Medical Examiner. He/She is responsible for pronouncement of death, scene investigation, ordering and performing autopsies and external examinations and determining cause and manner of death in those individuals that must be reported to the Webb County Medical Examiner under the Texas Code of Criminal Procedures. He/She is responsible for reviewing medical records, dictating findings, issuing reports on autopsies and exams and signing death certificates on those decedents that are under the Medical Examiner jurisdiction. He/She must be able to provide expert testimony in a court of law for criminal cases. He/She supervises the autopsy technicians and interns.

#### **MINIMUM QUALIFICATIONS**

Must have a Doctorate of Allopathic or Osteopathic Medicine from a recognized ACGME accredited medical school. Must have completed a residency in anatomic or anatomic/clinical pathology and a fellowship in forensic pathology, from a recognized ACGME training program. Must have experience performing autopsies of a complex nature. Must have knowledge of scene investigation and autopsy techniques. Must have knowledge of evidence collection, recovery techniques and identification of unknown individuals. Must be skilled in dealing with distraught families, have excellent communication skills and be able to hold oneself professionally in a variety of circumstances.

Must be licensed to practice medicine in the State of Texas. Must have an unrestricted Texas Driver's License.

#### **PHYSICAL REQUIREMENTS**

- Must be able to sit or stand at the autopsy table, sometimes for extended periods of time
- Must be able to tolerate the smell of badly decomposed remains
- Must be able to tolerate the smell of formaldehyde, other fixatives, etc.
- Must be able to lift, turn and move decedents