



**DUTCHESS COUNTY
CLASS SPECIFICATION**

DEPUTY MEDICAL EXAMINER

DATE ADOPTED: 08/08/24

LAST REVISION: 01/01/05

Page 1 of 2

DISTINGUISHING FEATURES OF THE CLASS:

This is a managerial, professional and administrative position which is responsible for assisting the Chief Medical Examiner-Forensic Pathologist in the planning and administering of the medical-legal activities of the Dutchess County Medical Examiner's Office. This is specialized work which involves investigating causes of death in suspect cases, performing autopsies and postmortem examinations on a regular basis, attending death scenes when required, testifying in court, assisting law enforcement agencies, and acting as the forensic consultant in the investigation of live victims of abuse. Under the authority of the Chief Medical Examiner, the Deputy Medical Examiner shall have the authority to the extent required for an investigation to remove and arrange for transport of the body upon taking charge of it, notwithstanding any general, special, or local law. Work is performed according to various sections of the County law and other applicable sections of New York State Public Health Law and local laws. Work is performed under the general direction of the Chief Medical Examiner. Supervision is exercised over investigative, support and other subordinate staff. Evening work and other than normal work schedules can be expected in this position, as the incumbent is on call to cover any emergency, including any emergency related to bioterrorism.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Under the Chief Medical Examiner, assumes the authority to investigate every death occurring within Dutchess County or a death which appears to be suspicious, i.e., violent in nature; one caused by unlawful or criminal action or by negligence, or one that is unattended or uncertifiable by a physician;
2. Performs autopsies and external examinations when necessary to establish cause and manner of death, performs microscopic examinations and collects materials for laboratory studies according to professional standards, evaluates and interprets all data, and prepares reports of findings;
3. Visits or supervises visitation of the death scene, conducts investigations and prepares related reports;
4. Completes and issues death certificates;
5. Testifies in court and at inquests and may subpoena and examine witnesses under oath;
6. Files and maintains full records of all investigations in accordance with the methods and forms prescribed by all governing medical and legal regulations;
7. Delivers all pertinent records to the District Attorney whenever investigation indicates that a crime may have been committed;
8. Advises, consults with, and provides assistance to government officials, other medical examiners, physicians, laboratories, etc., relative to tests, examinations, and analysis of the body of the deceased, or to matters related to the investigation;
9. Participates in training on changes in law, investigation techniques, criminal forensics, etc.
10. May assist in public relations activities through public and press contacts, speeches, conferences and participation in professional and community organizations in liaison with the Office of the Medical Examiner.



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Page 2 of 2

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of the modern theory and practice of forensic pathology in order to investigate deaths and perform autopsies and external examinations;
- Thorough knowledge of forensic medicine in order to manage the medical examiner’s office;
- Thorough knowledge of all governing laws, rules and regulations relating to a medical examiner’s office, collection of evidence and conducting forensic investigations;
- Good knowledge of laboratory equipment, procedures and techniques in order to conduct autopsies, order tests and interpret results within the context of a forensic death investigation;
- Good knowledge of a variety of software packages for word processing, data collection and spreadsheets;
- Ability to establish and maintain effective working relationships with physicians, hospital personnel, law enforcement and other governmental agencies, business and community leaders and the general public;
- Ability to deal sympathetically and objectively with people under stress;
- Ability to remain calm and act effectively in tense and potentially difficult situations;
- Personal characteristics necessary to perform the duties of the position;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Possession of a valid license and current registration to practice medicine issued by the New York State Education Department and board certification in anatomic and forensic pathology by the American Board of Pathology, or board eligibility followed by certification within three (3) years of hire. Candidates with previous experience as a forensic pathologist would be preferred.

SPECIAL REQUIREMENTS:

Possession of a New York State Driver license to operate a motor vehicle in New York State at time of application and to maintain the position.

COUNTY USE ONLY:

BARGAINING UNIT: Management/Confidential	JURISDICTIONAL CLASSIFICATION: Non-Competitive
GRADE: F	FLSA Code: OT Exempt
REVISION HISTORY: 01/01/05	