



Classification Title	Medical Examiner	Code	166900
Department	Medical Examiner	FLSA	Exempt
Pay Range	Executive 46	Represented	No

GENERAL SUMMARY

The Medical Examiner administers, directs and supervises the functions of the Medical Examiner's office. Employee must exercise initiative and judgment in adapting standards, methods, and procedures to fit conditions and achieve established goals. The Medical Examiner is appointed by and serves at the pleasure of the County Executive.

SERIES CONCEPT

None

ESSENTIAL DUTIES & PRIMARY RESPONSIBILITIES

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.

- Advise the County Executive on County public health, safety, and welfare issues.
- Perform medicolegal, forensic pathology duties including but not limited to: autopsies; homicide scene investigation; professional consultation and expert witness testimony in case related litigation; forensic toxicology interpretation; general case investigation direction, and death certification.
- Oversee the morgue and related laboratory autopsy rooms.
- Provide effective leadership to staff in the administration of the entire department's operations, budget and activities.
- Direct and oversee the department's short and long-range strategies; exercise proper financial control over budgetary expenditures.
- Ensure effective communication with county departments and staff ensuring consistent interpretation of laws, rules, policies and procedures.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours.
- Meet the traveling requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evening, weekends, and holidays.
- Perform related duties and projects as assigned.
- Other Job Functions
- Perform other job functions as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

Graduation from an accredited school of medicine. Three (3) years of forensic pathology experience



beyond residency. Six (6) years of supervisory experience directly related to the department. Additional education or related experience may substitute for the recruiting requirements.

Licenses or Certifications

American Board of Pathology certification required. Licensed as a Physician and Surgeon by the State of Washington. If not currently licensed by the State of Washington, licensure must be obtained prior to the start of employment.

OTHER JOB REQUIREMENTS

Must meet travel requirements, which may include out of state travel or other off-site locations for meetings. Authorize and complete a background check prior to employment. This position is required to take calls from home after regular office hours. This position is required to serve “on call” on a rotational basis outside regular office hours and on weekends and, when on call, must be able to report for duty to the Medical Examiner’s office within 30 minutes of the call.

PREFERRED QUALIFICATIONS

None

SUPERVISION

The Medical Examiner reports directly to the County Executive and has full supervisory responsibility for all staff assigned.

COMPETENCIES

Knowledge of:

- Forensic medicine and pathology to include both medical and legal aspects.
- The operation of a forensic pathological laboratory.
- Medical investigation procedures and of pertinent rules medical evidence.
- The laws affecting certification of death, release of bodies and related matters.
- The principles and practices of management organization and supervision.
- The methods and procedures of budget preparation.

Skill in:

- Working with a variety of individuals from diverse backgrounds.

Ability to:

- Perform autopsies.
- Execute the policy directives of the governing authority in an effective and timely manner.
- Understand the problems surrounding the notification of the next of kin and application of methods of assistance.
- Direct the development and implementation of departmental procedures and standards and evaluate their efficiency.
- Establish and maintain effective working relationships.
- Work effectively and productively with others.
- Communicate effectively both orally and in writing, to audience of various social, educational and economic backgrounds.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in



- a timely manner.
- Physically perform the essential functions of the classification.

WORKING ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exposures	Frequency Working in Designated Environment
Individuals who are hostile or irate	Sometimes
Extreme cold (<i>below 32 degrees</i>)	Seldom or Never
Extreme heat (<i>above 100 degrees</i>)	Seldom or Never
Communicable diseases	Frequently or Often
Moving mechanical parts	Seldom or Never
Fumes or airborne/blood borne	Frequently or Often
Toxic or caustic chemicals or substances	Sometimes
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	Seldom or Never

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.

This position involves medium physical demands, such as exerting up to 50 lbs of force occasionally, and/or up to 20 lbs of force frequently, and/or up to 10 lbs of force to constantly move objects, dexterity to operate equipment used in the position, talking, seeing, and hearing. There is some walking, prolonged standing, sitting, bending/stooping, pushing/pulling. Works in office and field environments in all types of environmental and physical conditions including indoor and outdoor crime scenes, public residences, and commercial properties. Periods of concentration are required. Work is subject to frequent interruptions, dangerous situations, hazardous materials and chemicals, power tools and equipment.