



## Classification Description

*Work in this classification requires an individual to be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary classification functions herein described. Since every duty associated with this classification may not be described herein, employees may be required to perform duties not specifically spelled out in this classification description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this description.*

---

**Classification:** CHIEF MEDICAL EXAMINER

---

**Department:** Medical Examiner

**Pay Grade:** 125

**FLSA Status:** Exempt

### **JOB SUMMARY**

This position is responsible for directing the forensic functions of the Medical Examiner's Office to detect and determine the cause and manner of death, including evaluation of current and anticipated inquiries for Pinal County. This position is not covered under the Pinal County Merit System. Incumbents in this position serve at the pleasure of their respective Appointing Authority. The employment relationship of incumbents in this position is "at will" the employee may be terminated at any time, for any reason, with or without cause.

### **TYPICAL CLASSIFICATION ESSENTIAL DUTIES:**

- Specifies and defines forensic standards for the Office of the Medical Examiner relative to meeting and interpreting Arizona Statutes and rules of the Department of Law Enforcement/Medical Examiner Commission
- Along with the Medical Examiner Office Manager plan, direct, prioritize, and coordinate the activities of the Medical Examiner's Office in the areas of developing goals and objectives.
- Coordinate, conduct, and oversee all post-mortem examinations including high profile cases.
- Consult and coordinate with state and regional law enforcement agencies, attorneys, physicians, families, witnesses, and other agencies on all post-mortem examinations.
- Along with the Medical Examiner Office Manager, act as the liaison between the Medical Examiner's Office and all internal and external customers, including the public, media outlets, law enforcement agencies, contract pathologist and toxicologist, and transportation personnel.
- Consult with and advise members of the general public, municipal and state agencies, federal officials and others regarding Medical Examiner issues which include but are not limited to jurisdiction, coordination of investigations, and disaster operations.
- Along with the Medical Examiner Office Manager, develop and implement internal standards, policies, and procedures for the department.
- Analyze and report statistical data pertaining to number of deaths investigated, allocation of resources, and causes of death and records.
- Research and identify grant funded programs available from state and Federal sources

Chief Medical Examiner

that meet the department's needs and are consistent with County goals.

- Prepare progress reports for management and client regarding project statuses and goals. Prepare post-mortem examination reports in a timely manner following completion of post-mortem testing.
- Along with the Medical Examiner Office Manager, represent the County on local and state committees including Childhood Fatality Review Committee, Mass Fatality Planning, and other related training exercises in addition to providing educating and public outreach activities to the community.
- Exercise sound judgment when prioritizing, tracking, and managing workload.
- Maintain HIPAA compliance.
- Maintain absolute confidentiality of work-related issues, customer records, and restricted County information.
- Responsible for the review of all forensic work to ensure quality and consistency of reports necessary for trial and prosecution purposes and ensures that no errors occur in dealing with incarceration and in life and death situations.
- Provides expert witness capabilities for all forensic criminal and civil actions associated with cases investigated and any other forensic needs within Pinal County.
- Provides family conferences in person and by telephone to family members of the deceased to increase the level of understanding the causes and manner of death, and the physiologic and psychological mechanisms involved.
- Provides educational and informational opportunities through talks and lectures to law enforcement, medical, paramedical, and other criminal justice groups and related agencies.
- Participates in state and national forensic organizations and programs to provide input and gain knowledge in forensic programs and maintains recognition of the Pinal County Medical Examiner's Office services.
- Eviscerates, dissects, and examines individual body organs and documents findings; microscopically examines tissues, review toxicology results and correlates finding with autopsy examination to determine cause and manner of death.
- Initiates and authorizes death certificates and review and approves cremation authorizations.
- Perform other related duties as required.

**MINIMUM REQUIREMENTS TO PERFORM WORK:**

- Graduation from an approved school of medicine and possession of a current license to practice medicine in the State of Arizona, as required by the Arizona Department of Professional Regulation.
- Valid Driver's License (must obtain Arizona driver's license within 30 days of hire).
- Certification in forensic pathology with the American Board of Pathology.

**Preferred Qualifications:**

- Six (6) years of professional experience in forensic medicine.

**Knowledge, Skills and Abilities:**

- Knowledge of Federal and state statutes, laws, principals, and practices relating to medico-legal investigations, forensics, storage, and transfer and disposal of evidence and property.
- Knowledge of laws and statutes governing the release of information.
- Knowledge of Federal and state Medical Examiner practices and procedures.
- Knowledge of developments, practices, and technology in medico-legal death investigation.

Chief Medical Examiner

- Knowledge of principals and practices relating to contract and records management.
- Knowledge of state laws and statutes and Arizona Rules of Civil and Criminal Procedure governing the rules of evidence.
- Knowledge of industry terminology related to cause and manner of death.
- Knowledge of principals and practices office management and effective employee supervision and training.
- Skill in interpreting and applying statutes, rules, ordinances, codes, and regulations.
- Skill in collecting, processing, and preserving death scene evidence.
- Skill in determining cause and manner of death.
- Skill in interpreting and applying statutes, rules, ordinances, codes, and regulations.
- Ability to work independently, maintain composure and confidentiality, and work effectively in a high-pressure environment with changing priorities.
- Ability to assess and prioritize multiple tasks, projects and demands and plan and coordinate the work of others.
- Ability to deal tactfully and courteously with the public and handling stressful situations.
- Ability to communicate with elected officials, law enforcement agency, and media.

**PHYSICAL DEMANDS:**

The work is heavy and requires exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently and/or in excess of 20 pounds of force to move objects. The work also requires the ability to climb, crawl, crouch, feel, grasp, handle perform repetitive motion, kneel, lift, pull, push, speak, hear, stand, stoop, walk, operate motor vehicles and demonstrate visual mental acuity.

**WORK ENVIRONMENT:**

Work is performed in an environment where errors can lead to significant physical or mental consequences

*Pinal County has the right to revise this description at any time, and does not represent in any way a contract of employment.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date