

# Medical Examiner, Assistant

Bargaining Unit: Not applicable

HENNEPIN COUNTY

Established Date: Sep 1, 2008

Revision Date: Apr 1, 2014

## **DEFINITION:**

Under general direction, investigate sudden, unexpected, violent, and other than natural deaths of human beings within the county; determine cause and manner of death; produce written reports of findings and maintain specimens and evidence; oversee the work of the resident/fellow physicians and medical students; testify in grand jury and court as an expert witness.

## **Job Functions (Duties/Responsibilities):**

1. Perform death investigations including scene investigation, autopsy, and analysis of investigative data; determine cause and manner of death.
2. Provide didactic teaching to resident/fellow physicians and medical students and supervise and assist them in death investigations, including scene investigation, autopsy, and analysis of investigative data and determination of cause and manner of death.
3. Assist the medical examiner in managing the performance of the functions of the Hennepin County Medical Examiner's Office in compliance with state laws and county policies.
4. Assist in preparing, organizing and directing response to disasters that require medical examiner involvement.
5. Testify in court and to the grand jury.
6. Direct body and property custody and release in cases under the medical examiner's jurisdiction.
7. Ensure preservation of physical and medical evidence and case records in accordance with professional standards and state laws and regulations.
8. Prepare narrative, technical, and statistical reports.
9. Explain causes of death to relatives of the deceased; act compassionately with bereaved families with sensitivity to their concerns.
10. May research, prepare and present scientific papers.

**Essential Functions: 1, 2, 3, 4, 5, 6, 7, 8, 9**

## **Employment Standards:**

Must be a graduate of a medical school recognized by the American Medical Association or American Osteopathic Association, a member in good standing in the medical profession, and eligible for appointment to the staff of the Hennepin County Medical Center.

## **Licenses and Certifications**

Licensed as a physician to practice medicine in the State of Minnesota (M.D. or D.O) or possession of a valid temporary permit pending approval of application for Minnesota physician licensure; certification in Anatomic Pathology by the American Board of Pathology. Subspecialty certification in Forensic pathology must be acquired within two years of hire.

**Knowledge, Skills, and Abilities:**

**Knowledge of:** applicable Federal, State, and local statutes; methods and techniques of criminal investigation and crime scene processing; computer applications related to the work; techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds; principles and practices of forensic pathology and laboratory analysis; scientific research methods and procedures related to the position.

**Ability to:** lead and train physicians and other professionals in the areas of diagnosis and evaluation of cases; establish and maintain satisfactory working relationships with coworkers, law enforcement and legal personnel; testify in court as an expert witness; conduct training sessions and conferences for outside agency personnel.

**Skill in:** the use of personal computers and computer applications, such as MS Office, internet and e-mail.

**The work assigned to a position allocated to this class may not include all of the job functions or knowledge, abilities, skills, and physical requirements indicated nor does the class specification include all work that may be assigned or restrict the emphasis of the work assigned.**