

## CHIEF MEDICAL EXAMINER

GENERAL STATEMENT OF DUTIES: Administers the operation of the Genesee County Office of the Medical Examiner, supervises a varied staff of professional, technical and support employees, establishes policies, procedures and program operations; performs post-mortem examinations and other related work; work requires independent judgment; reports to the Genesee County Board of Commissioners.

### STATEMENT OF TASKS:

Ensures the performance of the functions of the Office of Medical Examiner as prescribed by State statutes and County policies;

Performs autopsies and supervises autopsies conducted by other staff;

Supervises a varied staff of professional, technical, and support employees;

Develops policies, procedures, and methods of operation for professional, technical, and support staff;

Conducts microscopic, macroscopic and toxicology studies of organs and fluids and uses such other medical, scientific or technical procedures, as necessary, to determine cause and manner of death in medical examiner cases;

Prepares comprehensive reports on post-mortem autopsies or inspections performed;

Performs death investigations including visiting death scenes, as necessary, and analysis of investigative data related to cases to determine cause and manner of death;

Discusses cases with prosecutors, attorneys Department of Public Health staff, law enforcement personnel and others as necessary;

Prepares for and testifies in court regarding findings in medical examiner cases;

Ensures the preservation of physical and medical evidence and Departmental case files in accordance with professional standards and State regulations;

Coordinates and directs body and property custody and release in cases under the Medical Examiner's authority;

Signs death certificates and cremation permits;

Makes arrangements for funeral and burial for unclaimed bodies;

Responds to inquiries from the news media and other interested parties;

Plans, manages, reviews and evaluates programs and staff to accomplish goals and objectives;

Directs administration of the budget and accounting functions as required for the daily operations of the Office of the Medical Examiner;

Administers all contractual services;

Oversees or provides for the selection, training, professional development and discipline of staff;

Represents the Office of Medical Examiner in various activities and meets with individuals and groups from public, private, and governmental agencies, as well as the general public;

Develops, analyzes, and evaluates legislation regarding medical examiner issues impacting the County;

Arranges and conducts seminars in investigative techniques for law enforcement agencies, Medical Examiners Scene Investigators and other interested personnel to improve autopsy investigations in Genesee County;

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Participates in the County's Fetal Infant Mortality Review and Child Death Review programs;  
Organizes and directs activity of the Office of Medical Examiner in emergency responses to disasters including participating in Genesee County's annual disaster drill;  
Works cooperatively with the Medical Director and Health Officer at the Genesee County Health Department.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of modern principles and practices of forensic pathology and medical examiner issues;  
Extensive knowledge of state and local laws pertaining to forensic pathology and medical examiner systems;  
Extensive knowledge of and ability to apply safety procedures when handling chemicals and related laboratory equipment;  
Considerable ability to plan, organize, supervise and evaluate the work of professional, technical and clerical staff;  
Considerable ability to present evidence and findings in a clear, concise manner both verbally and in writing;  
Ability to plan and develop successful in-service training programs;  
Ability to exercise mature judgment and initiative in analyzing problems and recommending solutions;  
Ability to compile statistics, present oral and written financial, operational and other Departmental reports;  
Ability to develop and maintain effective working relationships with employees, law enforcement representatives, and the general public;  
Ability to safely operate a motor vehicle;  
Ability to attend work regularly and work under stressful conditions.

### MINIMUM QUALIFICATIONS:

Licensed to practice medicine in the state of Michigan as a M.D. or D.O.; Board-certified in Anatomic and Forensic Pathology by the American Board of Pathology and three (3) years of experience in the performance of anatomic and forensic pathology.

### OTHER REQUIREMENTS:

Valid Michigan motor vehicle operator's license.  
Immunizations, including a tuberculin skin test, or chest x-ray at the County's expense, once a year.

Established: July 6, 2004

  
Human Resources Director