

ASSISTANT TO THE MEDICAL EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the County Medical Examiner by performing a variety of non-technical Medical Examiner functions. The work is performed in accordance with established procedures and involves assisting in investigations related to unattended, suspicious, unexplained or appropriate hospital and institutional deaths. In addition, an incumbent is responsible for or participates in the organ procurement program for the Medical Examiner's Office. Work is performed under the direct supervision of the County Medical Examiner. Supervision of others is not a function of the class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Participates in conducting scene investigations at accidental, suspicious and hospital deaths;

Participates in obtaining and processing toxicology and tissue specimens;

Participates in reviewing cremation requests and reports;

Participates in the organ procurement program;

Communicates with families of deceased persons and may participate in grief counseling;

Attends training seminars as required;

Prepares a variety of reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the functions of a medical examiner's office; working knowledge of medical terminology and practice; organizational skill; ability to prepare and interpret written reports; ability to relate to people in a caring manner; accuracy; willingness to work on call, outdoors, under adverse weather conditions; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's or higher level degree in Criminal Justice, Police Science, Mortuary Science, Nursing or a related field which included exposure to the function of a Medical Examiner's office; OR
- B. Two (2) years of experience in medical investigation, ambulance, paramedic, nursing, mortuary, police, fire fighting or related work which included exposure to the function of a Medical Examiner's office; OR
- C. An equivalent combination of training and experience as described in A and B above.

SPECIAL REQUIREMENT: Possession of a valid New York State Driver License appropriate to the vehicle operated.

ULSTER COUNTY
0540 AST TO MED
Classification: Competitive
Grade: 15
Union: CSEA

Adopted: May 5, 1988
Revised: April 24, 1991