

DEPUTY MEDICAL EXAMINER II (MEDICOLEGAL INVESTIGATION)

DISTINGUISHING FEATURES OF THE CLASS: This is professional and confidential work involving responsibility for overseeing the independent investigations of deaths which occurred without medical attendance or which resulted from accidental, suicidal, criminal, suspicious or undetermined causes. The incumbent engages in interviewing witnesses, recording detailed observations of the scene, collecting physical and trace evidence and conducting follow-up field investigations. Evening work and other than normal work schedules can be expected in this position, as the incumbent will be on call to cover any emergency, including bioterrorism. In addition to conducting death investigations, the incumbent will educate and provide supervision to [Deputy Medical Examiner \(Medicolegal Investigation\)](#), as well as provide administrative oversight for the Medical Examiner Division. Work is performed under the general direction of the Ulster County Medical Examiner, with leeway allowed for independent decision. Incumbent acts on behalf of Medical Examiner as necessary. 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.

Leads and trains new Deputy Medical Examiners (Medicolegal Investigation), develops training evaluation resources, and communicates regularly with supervisor on training progress;

Provides feedback and collaborates with supervisors on evaluations for Deputy Medical Examiners (Medicolegal Investigation);

Reviews reports and cases completed by new Deputy Medical Examiners (Medicolegal Investigation) in order to provide feedback and quality assurance;

Responsible for the budgetary oversight of the division;

Creates and maintains a monthly schedule, ensuring 24/7 coverage;

Participates in the investigation of deaths within the County on behalf of the Medical Examiner;

Upon pronouncement or confirmation of death, initiates jurisdictional responsibilities;

Takes official possession of body and arranges for transport to local hospital, morgue and funeral home as required;

Recommends release of body or the need for autopsies (after consultation with the Medical Examiner) on the basis of preliminary determination of death;

Works with law enforcement and the Medical Examiner and Forensic Pathologist to obtain positive identification of bodies through visual identification, x-ray, dental records, etc.;

Determines nature and scope of investigation by obtaining preliminary investigation details (e.g. suspicious versus non-suspicious death, multiple scene(s);

Interviews witnesses to obtain information useful to the Medical Examiner and Forensic Pathologist;

Consults with, and requests advice and assistance from, Medical Examiners, Coroners and other officials to make appropriate determination;

Delivers to the District Attorney copies of records pertaining to a death where there is an indication that a crime has been committed;

Determines the locations of all injuries/illness(es) that may have contributed to the death;

Prepares full report on death scenes including recording detailed observations and taking forensic photographs;

Prepares a variety of reports;

Maintains all records and documentation on determinations and prepares reports on results in conformance with all medical and legal protocols;

Maintains positive liaison with local, state and federal officials, hospitals and hospice staff, funeral directors, the medical community, prison officials, insurance companies and all staff assigned to the Medical Examiner's and Forensic Pathologist's offices;

Ensures proper processing of decedent's property for further evaluation or to return to the next of kin;

May review reports and develop plans and programs to ensure the success of departmental goals and objectives;

May pronounce death at the scene;

May assist in the performing of autopsies;

May provide information to the decedent's next of kin regarding cause of death, manner and circumstance;

May testify in court and serve as expert witness;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern methods, procedures and techniques involved in determining the cause of death; good knowledge of what constitutes and how to collect and preserve evidence; ability to supervise the work of others; ability to conduct trainings; ability to understand and follow command protocol at scene; ability to oversee the division's budget; ability to make sound decisions and judgments based on reviewing all the facts of complex cases; ability to establish and maintain effective working relationships with physicians, hospital personnel, law enforcement and other governmental and community agencies and the general public; ability to deal sympathetically and objectively with people under stress; ability to communicate effectively both orally and in writing; ability to read, understand, interpret and apply complex written material such as laws, rules and regulations; ability to prepare complex narrative written reports; ability to record information accurately; ability to maintain records; ability to maintain confidentiality; ability to give professional testimony in court or at inquests or hearings; a high degree of accuracy; good power of observation; sound professional judgment; willingness to respond to calls on a 24 hour a day basis.

MINIMUM QUALIFICATIONS: Possession of a Medicolegal Death Scene Investigation Certification* and one (1) year of full-time paid or its part-time equivalent experience in overseeing, training or evaluating staff **AND EITHER:**

A. Possession of a Bachelor's or higher level degree in Forensic Science or a related field;
OR

B. Possession of an Associate's Degree in Forensic Science or a related field, and two (2) years of full-time paid, or its part-time equivalent experience which involved death scene investigation and/or assisting in the performing of autopsies; **OR**

C. Possession of a license and current registration issued by the State of New York to practice as a Registered Professional Nurse and three (3) years of full-time paid, or its part-time equivalent post-licensure, professional nursing experience, one (1) year of which included experience as a Forensic Morgue Technician, Morgue Assistant and/or experience in assisting in the performing of autopsies; **OR**

D. Three (3) years of full-time paid, or its part-time equivalent experience as a Forensic Morgue Technician, Morgue Assistant, Emergency Medical Technician or comparable professional experience, one (1) year of which included experience in assisting in the performing of autopsies.

***Note:** One (1) year of experience in death scene investigations may be substituted for the Medicolegal Death Scene Investigation Certification.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Special Requirement for Acceptance of Applications: Eligibility for an appropriate New York State Motor Vehicle Operator's License. Possession of the license is required at the time of appointment.

ULSTER COUNTY
2378 DPMDMI II
Classification: Proposed Non-Competitive
NUMGT

Adopted: October 27, 2025