

MEDICAL EXAMINER/FORENSIC PATHOLOGIST

DISTINGUISHING FEATURES OF THE CLASS: This is professional medical work involving responsibility for the investigation of unattended, suspicious or unexplained deaths, deaths of persons while confined in public institutions other than hospitals, infirmaries or nursing homes or deaths which appear to be caused by violence, unlawful or criminal neglect or by criminal abortion. The work is performed according to various sections of the County Law (particularly Section 400 (4a) and 670 through 678) and other applicable sections of state and local law. The incumbent provides and/or assists with oversight over the work of the Medical Examiner's office. The Medical Examiner's office is integrated within the DOH operating under the general direction of the Public Health Director. 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.

Performs autopsies and physical examination to determine the cause and manner of death;

Prepares clear and concise narrative descriptions of autopsy findings;

Performs and supervises the performance of a variety of qualitative and quantitative tests when necessary to determine the cause, means or manner of death;

Contributes to the maintaining of Medical Examiner records and establishing policies and procedures for the documentation of the chain of custody for decedents' person effects, evidence, and human remains;

Assists with the oversight of operational aspects of the Medical Examiner Office (MEO) to include administration, investigations, and morgue operations through coordination with Medical Examiner Office (MEO) staff;

Provides input in regard to the oversight, guidance, direction, work review, and evaluation of the performance of the Medical Examiner Office (MEO);

Prepares and supervises the preparation of a variety of reports;

Maintains a variety of records;

Coordinates with the Medical Examiner Office (MEO) staff to respond to records requests and subpoenas from the District Attorney for trial and prosecution purposes pertaining to a death where there is an indication that a crime has been committed;

Testifies in court as an expert witness;

Maintains cooperative liaison with all elements of the criminal justice system;

Coordinates with hospital transplant teams for authorized removal of organs, tissue, bone, and eye donations;

Establishes, evaluates, and monitors policies, and operational procedures for handling potentially infectious autopsy cases and hazardous chemicals and equipment to assure optimal protection of personnel;

Conducts regular evaluations of facility and equipment to assure operation and maintenance standards for equipment;

Assists in providing leadership in emergency preparedness response in the event of pandemic, hurricane, flood, or other natural disaster/hazardous event;

Assures that all Federal, State, and County deliverables are met, and reviews reports submitted by staff members to address inconsistencies and communicate efforts appropriately;

Provides educational and informational opportunities through talks and lectures to law enforcement, medical and paramedical groups, and other criminal justice, and related agencies as needed;

Interprets and explains policies, rules, regulations and/or laws to organizations, government officials, or individuals;

Provides information and statistical information as needed;

Participates in departmental meetings as necessary;

May provide guidance on public health issues involving the Medical Examiner Office and makes recommendations to the Public Health Director and Board of Health;

May participate in the budget process;

May assist with the completion of death certificates and supplements as required to accurately reflect cause and manner of death on assigned cases;

May subpoena and examine witnesses under oath when necessary, in the course of an investigation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the modern theory and practices of pathology; thorough knowledge of the theory and techniques of physical and chemical analysis; thorough knowledge of the established laws, regulations, rules, policies, and procedures governing the receipt, storage, and release of bodies; good knowledge of forensic medicine; good knowledge of federal, state, and local regulatory requirements applicable to

vital statistics recordation, laboratory operations, public records laws, and rules of evidence, laboratory techniques, procedures and equipment ; skill in the autopsy and dissection of dead bodies of human beings; ability to maintain records and prepare complex statistical and narrative reports; ability to give professional testimony in court or at inquests or hearings; ability to supervise the work of others; a high degree of accuracy; sound professional judgment; willingness to respond to calls on a 24 hour a day basis; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. Possess a license and current registration to practice medicine in NY State **AND**;
2. Graduation from an approved medical school **AND**;
3. Board certified, or eligible for certification, in Anatomic or Forensic Pathology by the American Board of Pathology and 1 year of experience as a forensic pathologist performing autopsies and serving as a medical examiner investigating and certifying deaths and overseeing morgue operations.

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.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

If this is an Ulster County position it will require a criminal background check, and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer a candidate will be required to be fingerprinted accordingly.

ULSTER COUNTY
4257 MED EX FP
Classification: Proposed Non-Competitive
NUMGT

Adopted: April 24, 2025