

Code: 7426

Title: CHIEF MEDICAL EXAMINER

**SUMMARY:** Plans, organizes, directs, manages and participates in the activities of the Office of the Medical Examiner; determining and certifying the cause of unattended deaths within the jurisdiction of Pima County. Serves as the Pima County Medical Examiner in accordance with Arizona Revised Statutes (A.R.S 11-592). This classification is appointed, unclassified and exempt from the Pima County Merit System Rules.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, organizes and directs the functions and activities of the Office of the Medical Examiner;  
Directs department personnel responsible for the administration of services involving death investigations, forensic examinations, identification and transportation of human remains;  
Assumes responsibility for investigations, medical examinations, autopsies and the certification of unattended deaths within the jurisdiction of Pima County;  
Notifies authorities when death is found to be from other than natural causes;  
Responds to or assigns others to respond to and assist law enforcement personnel in the evaluation of death scenes;  
Eviscerates, dissects and examines individual body organs and documents significant findings;  
Microscopically examines tissues, reviews toxicology results and correlates findings with autopsy examination to determine cause and manner of death;  
Initiates and authorizes death certificates;  
Reviews death certificates and authorizes cremation of human remains;  
Maintains a close liaison with law enforcement and other agencies to promote cooperation and insures communications on matters of mutual interest;  
Supervises, trains and evaluates medical, technical and support staff;  
Testifies in court and before grand jury regarding autopsy findings.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- theories, principles and practices of anatomic and forensic pathology, anatomy and physiology;
- crime scene evaluation, legal jurisdiction and responsibilities of the Office of the Medical Examiner;
- principles and practices of management and supervision;
- local, state and federal statutes, laws and standards relating to forensic pathology and medico-legal investigations.

Skill in:

- recognizing and delineating medical findings of potential medico-legal significance;
- performing autopsies, correlating findings and arriving at defensible conclusions;
- initiating, coordinating and directing services and functions pertaining to the Medical Examiner's Office;
- public speaking and in dealing with controversial issues in the public domain;
- supervising, training and motivating medical, technical and support staff.

MINIMUM QUALIFICATIONS:

Graduation from an accredited school of medicine, completion of internship and residency and four years of experience performing medico-legal autopsies including two years of supervisory or management experience.

(Additional relevant experience and/or education from an accredited college or university may be substituted.)

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a license to practice medicine in the State of Arizona and certification in forensic pathology with the American Board of Pathology. A valid Arizona Class D driver license is required at time of application or appointment. Failure to maintain the required licensure/certification/registration shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

06/01/89

Updated 1/10/14(lsg)