

*Code: 7428*

*Title: FORENSIC ANTHROPOLOGIST - UNCLASSIFIED*

**SUMMARY:** Performs medicolegal examinations, evaluations and assessments of skeletal remains to assist the Medical Examiner in determining the identification of unknown individuals and injury dynamics of remains to meet legal requirements in post-mortem examination and reporting of relevant findings to law enforcement agencies and the courts. This classification may direct and/or participate in the collection and documentation of remains recovery operations in the field. This classification is in the unclassified service and is 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.)

Conducts and documents in a medicolegal manner the examination of skeletal remains to aid in the identification and/or injury dynamics (if any) interpretations of same;  
Examines, evaluates and apply ante- and postmortem data to facilitate identification of remains;  
Provides final case findings in formal documentation in a timely manner, as required by the Chief Medical Examiner and any applicable legal standards;  
Uses manual and technical equipment, processes and procedures to facilitate the examination, evaluation and assessment of remains for identification purposes;  
Monitors progress of identification efforts for unknowns by Medical Examiner staff to assure timelines are met;  
Conducts and documents dental comparisons of remains with other relevant data (dental and medical records, etc.);  
Facilitates the release of unidentified remains to appropriate agencies, to include the repatriation of Native American remains to Native Sovereign Government (NSG) agencies;  
Conducts and documents the examination of cremains;  
Maintains effective working relationships with foreign consulates, the Public Fiduciary's Office and funeral homes to facilitate the repatriation or proper disposition of remains for wards of the Public Fiduciary;  
Conducts or directs the excavation or recovery of human remains in a field environment, and assure creation of required documentation;  
Facilitates and coordinates remains identification procedures with Medical Examiner staff and outside agencies providing technical support to forensic identification processes;  
Maintains required security and confidentiality of information encountered or created in the performance of assigned duties;  
Uses computer-based, automated systems to document work and to prepare relevant reports, analyses and maintenance of databases;  
Organizes, prioritizes and manages caseloads to meet Departmental and legally mandated requirements;  
Maintains legally required chain-of-custody for evidentiary materials collected or encountered;  
May testify in court and before Grand Jury on forensic findings and conclusions of examinations, etc.;  
May supervise or lead Medical Examiner staff in performance of remains recovery and identification;  
May attend professional workshops, symposia or like events as a representative of the Forensic Science Center.  
May oversee casework performed by and the scholarly activities of the Postdoctoral Fellow in Forensic Anthropology.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles, processes and techniques of forensic anthropology in the identification of remains;
- Departmental and legal standards and requirements for the conduct and documentation of forensic examinations of remains;

- Departmental and legal requirements for the collection, documentation and maintenance of chain-of-custody for evidentiary materials encountered in the performance of assigned duties;
- applications and use of computer-based resources to document work and to create routine, recurring and special reports and to maintain relevant databases;
- current trends, processes, techniques and legal issues in forensic anthropology;
- pertinent laws, rules, regulations, treaties and agreements between Native Sovereign Governments (NSGs) and foreign governments relative to the proper disposition of human remains;
- role and functions of the Public Fiduciary Office as relates to identification and proper disposition of remains of wards of that office;
- principles of staff supervision, training and evaluation, to include Pima County Merit System Rules and Personnel Policies/Procedures;
- comparing postmortem description of unidentified persons with missing persons reports;
- Courts and Grand Jury processes and procedures.

Skill in:

- conducting and documenting the examination of human remains in a medicolegal manner, through use of manual, technical and other processes and techniques;
- compiling and submitting medicolegal reports of findings, conclusions and like information to the Medical Examiner, the Courts, the Public Fiduciary and other agencies as required by law, rule or agreements;
- excavating or recovering remains in a field setting and properly documenting same;
- maintaining required security and confidentiality of information created or encountered in the performance of assigned duties;
- maintaining required chain-of-custody of evidentiary materials encountered in the performance of assigned duties;
- leading, training and supervising staff;
- use of computer-based resources to facilitate creation and maintenance of required records and production of required activity and case records and reports;
- maintaining effective working relationships with Medical Examiner staff, the Public Fiduciary, the County Attorney, Native Sovereign Governments (NSGs) and foreign government representatives and agencies.

DESIRED QUALIFICATIONS:

An earned Doctorate from an accredited college or university in anthropology, with an emphasis in physical anthropology and one year of experience in a Medical Examiner or like setting performing forensic anthropology examinations, evaluations and assessments of human remains and current diplomate certification in Forensic Anthropology by the American Board of Forensic Anthropology (ABFA).

OTHER REQUIREMENTS:

Licenses and Certificates: A valid Class D Arizona driver license is required at the time of application or appointment, and must be maintained as a condition of employment. Maintenance of diplomate certification in Forensic Anthropology by the ABFA is required for continued employment. Failure to maintain the required license/certifications shall be grounds for termination.

Special Notice Items: All positions require satisfactory completion of a background investigation by law enforcement agencies, due to need for access to sensitive, confidential, medical and like records and the handling of evidentiary materials. Department of Labor Regulation CFR Part 1910.1030 requires notification that positions in this classification may have a moderate risk of exposure to blood-borne pathogens and other infectious or harmful diseases or bio-hazardous materials due to the need to

handle and otherwise be exposed to evidentiary materials which may pose biological hazards. Any required immunizations, training and safety equipment will be provided. Employees may also encounter harmful plant materials, reptiles, or animals when working in the field.

Physical/Sensory Requirements: Employees in this classification must be able to traverse rough terrain on foot to reach remote work-sites, and to operate in extremes of weather (exposure to sun, wind, heat/cold, etc.) Other 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

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