

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **DEPUTY DIRECTOR, MEDICAL EXAMINER**

Spec No. 1165

### **BASIC FUNCTION**

To supervise the daily operations of the Snohomish County Medical Examiner's Office and provide technical guidance to the Medical Investigators. Provides support to the Medical Examiner. Serves as the manager of the Investigation division.

### **STATEMENT OF ESENTIAL JOB DUTIES**

1. Plans, coordinates, and supervises investigation operations of the Medical Examiner's Office; may participate in the preparation and administration of the unit's annual budget; maintains liaison and coordinates operations with other agencies including the Sheriff's Department, the office of the Prosecuting Attorney, the Snohomish County Health District, and other public and private organizations as necessary.
2. Plans, coordinates, supervises and evaluates the work of Medical Investigators; arranges employee work schedules to ensure adequate coverage seven (7) days per week, twenty-four (24) hours per day; provides technical guidance and direction to Medical Investigators; makes recommendations regarding the selection, training, and evaluation of subordinate employees as necessary.
3. Develops, implements, and administers policies, procedures, and programs related to investigations.
4. Represents the Medical Examiner's Office at meetings with other county departments, public officials, agencies and community members and provides information and training as required.
5. Supervises disposition of all personal properties and evidence handled by the office.
6. Personally investigates the cause of violent deaths or deaths resulting from accidents, homicides, suicides or when the deceased was not under the care of a physician; interviews witnesses and takes their statements; may take precautions to preserve evidence; coordinates investigation with other agencies such as local law enforcement agencies, Sheriff's Department and the Federal Bureau of Investigation as necessary.
7. Takes custody of and arranges for the disposition of the body and personal property of those who die with no known next of kin or other legally responsible representative.
8. Participates in death investigation seminars for other professionals, doctors, coroners/medical examiners, law enforcement and prosecuting attorneys.
9. Conducts research and writes memoranda regarding pertinent legal issues in the area of legal medicine, administrative law, etc.

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#### **STATEMENT OF OTHER JOB DUTIES**

10. Performs related duties as required.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree in forensic science, biological science, medicine or related field; PLUS, five (5) years experience as a deputy coroner or medical investigator including at least two (2) years of supervisory or managerial experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

#### **SPECIAL REQUIREMENTS**

A valid State of Washington Driver's License is required.

Fingerprinting, background investigation, criminal record check and preemployment medical and psychological examinations are required.

#### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- the laws, rules and regulations governing the operations of the Medical Examiner's Office
- medical terminology, anatomy and physiology
- work related investigative techniques and practices
- principles of public administration, management and supervision
- principles and practices of public personnel and related programs
- familiarity with computer-oriented information and record keeping

Ability to:

- plan, coordinate, lead and evaluate the work of subordinate employees
- analyze operations and take effective action to correct deficiencies and resolve problems
- work effectively in stressful situations involving natural and violent deaths and decomposed bodies
- conduct death investigations to allow determination of the cause of death
- protect and preserve evidence found at the scene of death
- lift and transport dead bodies
- deal effectively with bereaved family members
- establish and maintain effective work relationships with public and private officials, associates, subordinates, the news media and with the general public
- communicate effectively, orally and in writing
- maintain accurate written records and prepare required reports

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#### KNOWLEDGE AND ABILITIES (Continued)

- work independently with minimal supervision

#### PHYSICAL EFFORT

Good physical condition is required as the employee performs occasionally strenuous physical labor associated with the investigation of the cause of the death and the lifting and transporting of dead bodies, in excess of seventy-five (75) pounds, to the county morgue.

#### SUPERVISION

The employee reports to the County Medical Examiner. The work is performed independent of direct supervision and is reviewed through status reports and results obtained.

#### WORKING CONDITIONS

The work involves field trips to the scene of deaths and exposure to decomposed bodies, contagious diseases, and other hazards. The employee may be required to conduct investigations at the scene of accidents, natural and man-made disasters, and in remote locations. Much of the work is performed in the Medical Examiners Office. Paperwork is done in a normal office environment. The employee may be on-call twenty-four (24) hours a day, seven (7) days per week.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: February 2014

EEO Category: 1 - Officials and Administrators

Pay Grade: 114 - Management Exempt Pay Plan

Workers Comp: 1501 Hazardous