

SNOHOMISH COUNTY JOB DESCRIPTION

CHIEF MEDICAL EXAMINER

Spec No. 1063

BASIC FUNCTION:

To plan, coordinate and manage all operations of the Snohomish County Medical Examiner's Office.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plan, coordinate and manage all operations of the department;
2. Performs highly responsible forensic medical work in the investigation of sudden or suspicious deaths in Snohomish County.
3. Establishes standards and policies for medical investigations; supervises and trains medical investigative staff.
4. Investigates sudden or suspicious deaths; determines the cause of death.
5. Oversees the morgue, laboratory and autopsy rooms.
6. Supervises and personally performs autopsies; directs the performance of professional services provided by other agencies.
7. Testifies in court or at inquests as necessary as to cause of death and related circumstances.
8. Certifies the cause of death; signs death certificates; supervises preparation of other pertinent medical reports.
9. Establishes policies for tracing, notifying and assisting next of kin and for immediate protection of-the assets of deceased citizens.
10. Establishes working relationships with police, medical, hospital and legal authorities for the resolution of issues of mutual concern; coordinates and consults with other agencies as appropriate.

STATEMENT OF OTHER JOB DUTIES

11. Performs related duties as required.

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MINIMUM QUALIFICATIONS

Per RCW 36.24.190 and SCC 2.74.010 qualifications. Shall be a physician licensed by the state of Washington and certified or eligible for certification in forensic pathology. PLUS, Board certification or eligibility for certification in anatomic pathology by the American Board of Pathology; PLUS, experience in forensic pathology practice which includes court testimony; PLUS, demonstrated training and experience which provides the required knowledge and abilities. Familiarity with Washington State statutes is desirable. Membership in the American Academy of Forensic Sciences and the National Association of Medical Examiners is desirable. Must pass job related tests.

SPECIAL REQUIREMENTS

A Washington State Driver's License is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- laws, rules, regulations, guidelines and current developments and trends governing death investigation
- forensic medicine including both medical and legal aspects surrounding sudden and questionable death cases
- the operation of a pathological laboratory and the performance of autopsies
- the laws affecting custody of the property of deceased persons, certification of death, release of bodies and related matters
- the laws of evidence

Ability to:

- maintain high personal standards for ethical behavior and personal integrity
- ensure that organizational processes are in compliance with county, state and federal laws and regulations
- plan, coordinate and supervise the work of subordinate employees
- work independently
- deal effectively with bereaved family members
- establish and maintain effective work relationships with public and private officials, associates, subordinates, the news media and the general public
- conduct investigations and determine causes of death
- maintain accurate written records and prepare required reports

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PHYSICAL EFFORT

Good physical condition is required as the employee performs occasionally strenuous physical labor associated with the investigation of the cause of death and the transportation of dead bodies to the county morgue.

SUPERVISION

The employee reports to the County Executive through the Deputy Executive. The work is performed independently and is reviewed through status reports and results obtained. Supervision may be exercised over technical and investigative staff in the performance of autopsies and investigation of deaths.

WORKING CONDITIONS

The work involves field trips to the scene of deaths and exposure to decomposed bodies, contagious diseases, vermin 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 county morgue. 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: January 1987 as Medical Examiner, Spec No. 210017

Revised and Retitled: November 2012

Revised: March 2016

EEO Category: 1 – Officials and Administrators

Pay Grade: 118 Management Exempt Pay Plan

Workers Comp: 1501 Hazardous