

**CLASS TITLE: DEPUTY CHIEF MEDICAL EXAMINER**

**Class Code: 02910700**  
**Pay Grade: 60A**  
**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist the Chief Medical Examiner in the administration and execution of a program of medical-legal investigations; to act in the place of the Chief Medical Examiner during their absence; to conduct medical-legal postmortem examinations; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the direction of the Chief Medical Examiner with considerable latitude for the exercise of initiative and independent judgement; work is subject to review through conferences and reports for conformance to standard procedures.

**SUPERVISION EXERCISED:** Supervises and reviews the work of technical staff during medical-legal postmortem investigation and examinations.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist the Chief Medical Examiner in the administration and execution of a program of medical-legal investigations.

To act in the place of the Chief Medical Examiner during their absence.

To conduct medical-legal postmortem investigations and/or examinations on assigned cases;

To review investigative reports and to recommend additional investigative measures when necessary.

To conduct postmortem investigations and/or autopsies on appropriate cases.

To prepare and issue death certificates and investigative reports arising from cases under examination.

To present expert testimony in various courts of the state with respect to the cause and manner of investigated deaths.

To oversee the preparation of duty schedules for staff.

To be responsible for the operation and maintenance of autopsy facilities.

To cooperate with police and other investigatory agencies.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of pathologic anatomy and toxicology and the ability to apply such knowledge in the performance of medical-legal examinations; a working knowledge of the principles, practices and techniques required in the performance of medical-legal postmortem examinations and investigations; the ability to obtain and record the information needed for the adequate evaluation of deaths of medical-legal significance; the ability to supervise and review the work of staff; the ability to coordinate the smooth operation and maintenance of autopsy facilities; the ability to communicate effectively, both orally and in writing; the ability to form cooperative relationships with police personnel and other investigative agencies; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a medical school of recognized standing with formal post-graduate training in Pathologic Anatomy and Forensic Pathology; and

**Experience:** Such as may have been gained through; employment in a responsible position involving practice in the field of Forensic Pathology and/or Legal Medicine.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Special Requirements: Must possess licensure to practice medicine in the State of Rhode Island at the time of appointment and certification by the American Board of Pathology in the fields of Anatomic and Forensic Pathology, or be eligible to be examined by the ABP for certification. Certification in Anatomic Pathology must be received within 24 months of appointment and certification in Forensic Pathology must be received with 36 months of appointment. Such licensure and certification must be maintained as a condition of employment.

Class Created: November 13, 1983

Revised: June 4, 2009