

CLASS TITLE: MEDICOLEGAL ADMINISTRATOR

Class Code: 02720700
Pay Grade: 32A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To administer, manage and supervise the investigative, mortuary and case management component of the Office of the State Medical Examiners and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Chief Medical Examiner and the Deputy Chief Medical Examiner with latitude for independent judgment and exercising of initiative subject to review through conferences and reports for conformance to established policies, procedures and directives.

SUPERVISION EXERCISED: Supervises Scene Investigators, Medical Examiners Agents, Senior Medical Examiners Agents, Case Managers and other technical individuals as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To serve as the primary liaison between the investigative/case management staff and the Chief Medical Examiner as well as the Office of the State Medical Examiners and the public and other agencies of the state and private sector.

To have overall responsibility for the computerized case management and data system.

To ensure that the system is properly utilized by all appropriate staff.

To ensure that all scene investigations are conducted in a thorough and appropriate manner.

To ensure that case management files are appropriately compiled and maintained and necessary notifications are made.

To ensure that all necessary documents and files are obtained for investigative purposes.

To ensure that the Office has the necessary investigative personnel to cover all shifts and to maintain all shift and coverage schedules.

To ensure that the case loads for investigative personnel and autopsy assistants are equitably and fairly distributed. To ensure proper level of assistance is available to the forensic pathology staff.

To ensure that all specimens obtained during medicolegal examinations are transported in a timely fashion to the appropriate laboratory and/or specialist for testing.

To ensure that the vehicles assigned to the Office are properly maintained and in good working order.

To ensure that the investigative staff have the appropriate and necessary supplies and equipment to conduct investigations and examinations inclusive of photographic equipment and supplies.

To ensure that all of the examination rooms have the necessary and appropriate supplies for the performance of medicolegal examinations.

To ensure that the proper and necessary procedures are followed by subordinates relative to the chain of custody.

To assist the Chief and the Deputy Chief Medical Examiners in the coordination of mass casualty situations and the development of mass casualty protocols and plans.

Under the direction of the Chief Medical Examiner, coordinate and implement the necessary training for investigative staff.

To direct and supervise a staff of investigative, case management and support staff in the work required to discharge the responsibilities of a medical examiners office.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques required in the performance of case management and medicolegal investigations; an ability to staff in the requirements and performance of field investigations; an ability to plan, supervise and review the work of a medicolegal staff; and ability to communicate effective both orally and in writing and an ability to form and maintain cooperative relationships with law enforcement agencies, health care agencies and the public and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: substantial employment in a supervisory level position in the field of medicolegal death investigation, law enforcement and/or crime scene investigation.

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

Class Created: June 7, 1998

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