



**FULTON  
COUNTY**

**FULTON COUNTY /**  
**JOB VACANCY**  
**PERSONNEL DEPARTMENT**  
**(404-730-6700)**  
**141 Pryor Street, Suite**  
**3030 Atlanta, GA 30303**  
**(404) 613-0902**

<http://www.fultoncountyga.gov>

**ASSOCIATE MEDICAL EXAMINER**

*It is the policy of Fulton County that there will be equal opportunity for every citizen, employee and applicant, based upon merit without regard to race, color, religion, national origin, gender, age, disability or sexual orientation.*

**SALARY**

\$153,380.00 - \$199,394.00 Annually

**OPENING DATE:** 06/04/19

**CLOSING DATE:** 07/04/19

**THE POSITION**

**UNCLASSIFIED POSITION IN THE MEDICAL EXAMINER DEPARTMENT**

**(GEORGIA MEDICAL LICENSE)**

**Minimum Qualifications:**

Doctorate Degree in Medicine required; supplemented by three years of professional medical experience in coroner or medical examiner's office; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license. Must possess and maintain a valid Georgia medical license and certification in Anatomic and Forensic Pathology from the American Board of Pathology.

**Specific Knowledge, Skills, or Abilities:** Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all county or departmental policies, practices, and procedures necessary to function effectively in the position.

**Examination:**

The examination will consist of a review of education and experience, accomplished by analysis

of the application. Application must document that the applicant possesses the minimum knowledge, skills, education and experience as listed to be rated as eligible. If selected, an official, accredited college transcript is required, at time of employment, for all degrees/course work used to qualify for this position.

**ALL APPLICATIONS MUST BE COMPLETED IN FULL BEFORE THEY ARE SUBMITTED. PLEASE REVIEW ALL APPLICATIONS FOR ACCURACY AND MAKE ALL CORRECTIONS BEFORE SUBMITTAL BECAUSE ERRORS CAN RESULT IN NOT MEETING THE MINIMUM QUALIFICATIONS. ADDITIONAL INFORMATION WILL NOT BE ACCEPTED AFTER APPLICATIONS ARE RECEIVED BY THE PERSONNEL DEPARTMENT.**

**Purpose of Classification:**

The purpose of this classification is to perform examinations of human bodies in order to determine the cause and manner of death, including determining jurisdiction, performing autopsies, and reviewing laboratory work and investigative reports.

**Essential Functions:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

Leads and coordinates daily work activities of assigned crew or co-workers: confers with supervisor to obtain direction regarding work assignments and priorities; organizes tasks in order to complete assigned work; monitors status of work in progress and inspects completed work; confers with co-workers, assists with complex/problem situations, and provides technical expertise; assists with training and instructing co-workers regarding operational procedures and proper use of equipment; assists with supervision of co-workers by reporting employee problems and providing input on disciplinary action and employee performance evaluations.

Performs post-mortem examinations: performs and assists in autopsies, external examinations, views, etc.; interprets x-rays; correlates wound pathways and trajectories in order to recover projectiles; orders and interprets laboratory tests and reports; prepares examination reports.

Determines jurisdiction and approach to case: reviews investigative reports; reviews photographs and other evidence; makes determinations regarding jurisdiction; determines examinations to be performed.

Certifies deaths: reviews autopsy and laboratory findings; determines cause and manner of death; completes death certificates.

Provides follow-up consultation and court testimony: discusses findings with family; submits findings to medical personnel and law enforcement; discusses case with attorneys; provides court testimony regarding findings as needed; provides information to news media in accordance with established rules and regulations.

Teaches and trains pathology residents, forensic pathology fellows and medical students: provides information, guidance and direction; answers questions; assists with complex/problem situations, and provides technical expertise; prepares student evaluations; assists with training and instructing co-workers.

Performs related duties: participates in in-house inspections and quality assurance activities; presents data to committees; serves on Child Fatality Review committee; and conducts or participates in research projects.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations,

policies and procedures: maintains an awareness of new procedures, trends and advances in the profession; reads professional literature; participates in continuing education activities; attends meetings, workshops and seminars as appropriate.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives and reviews various documentation, including investigative reports, medical records, toxicology reports and police reports; reviews, completes, processes, forwards or retains as appropriate; prepares or completes various forms, reports, correspondence, and other documentation, including autopsy reports, death certificates, and student evaluations; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates or uses various instruments and equipment in order to complete work assignments: operates and maintains scalpels, scissors, forceps, microscope, and dictaphone; operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, database, or other software; and operates general office or other equipment as necessary to complete essential functions.

Communicates with supervisor, other employees, students, attorneys and court personnel, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

**Additional Functions:**

Performs other related duties as required.

**Performance Aptitudes:**

**Data Utilization:** Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

**Human Interaction:** Requires the ability to provide specialized or professional level counseling medical treatment to others that typically requires certification and/or a bachelor's degree in a specific field.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

**Mathematical Aptitude:** Requires the ability to perform moderately complex algebraic and geometric operations; ability to utilize principles of basic probability and statistical inference.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

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APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.fultoncountyga.gov>

OR

141 Pryor Street, Suite 3030  
Atlanta, GA 30303

EXAM #1900617-06.04.19

ASSOCIATE MEDICAL EXAMINER

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## **ASSOCIATE MEDICAL EXAMINER Supplemental Questionnaire**

- \* 1. The answers you provide to the supplemental questions will be used to determine if you meet the minimum qualifications for this position. Your responses pertaining to specific work experience and education must be clearly shown in the areas for work history and education on your application. Your application must be completed in full before it is submitted. Please review all applications for accuracy and make all corrections before submittal because errors can result in not meeting the minimum qualifications. We do not accept additional information after your application has been received by the Personnel Department. Do you accept these conditions?
- Yes  
 No
- \* 2. What is your highest level of education completed?
- Bachelor's Degree  
 Master's Degree  
 Doctor of Medicine  
 Doctor of Osteopathy  
 None of the Above
- \* 3. Do you possess a Medical Doctor or Doctor of Osteopathy license issued by the State of Georgia?
- Yes  
 No
- \* 4. Please choose from the list any medical training certifications issued by the American Board of Pathology (i.e. Anatomic Pathology, Forensic Pathology, Clinical Pathology, etc).
- Anatomic Pathology  
 Forensic Pathology  
 Clinical Pathology  
 All of the above  
 None of the above
- \* 5. How many years of professional medical experience in a coroner's office, medical examiner's office or related capacity do you have?
- 0 to 5 months  
 6 months less than 1 year  
 1 year less than 2 years  
 2 years less than 3 years  
 3 years less than 4 years  
 4 years less than 5 years  
 5 years less than 6 years  
 6 years or more
- \* Required Question