

**George Latimer**  
County Executive



**Mary Jennings Mahon**  
Commissioner of Human Resources

## **CHIEF MEDICAL EXAMINER**

Only 30 minutes north of New York City, Westchester County is New York's Intellectual Capital®, with abundant culture, award-winning parks, nationally recognized public schools as well as world-renowned colleges, universities and research centers. Westchester County government provides a wide array of services and events that are every bit as diverse as the resident population we serve.

The Westchester County Department of Laboratories and Research has an immediate opening for a dynamic, innovative, experienced professional with exceptional administrative skills to lead the County's Department of Laboratories and Research. In 1991 the Westchester County Forensic Science Laboratory became the first full-service forensic laboratory in the northeast to gain accreditation by the American Society of Crime Laboratory Directors – Laboratory Accreditation Board (ASCLD/LAB) International. As a department with large toxicology, forensic, microbiology, and environmental laboratories, their mission is to fulfill the medicolegal, criminalistic, public health and environmental needs and requirements of Westchester County through laboratory analyses, death investigation and by conducting professional research in these areas. Additionally, a successful candidate will serve as the chief administrator directing the operation of this technologically diverse department. Supervision is exercised over a number of employees in the department, including professional and paraprofessional, technical and administrative support personnel. Please visit <http://labs.westchestergov.com/> for more information on our organization and accomplishments.

Candidates must be board certified in anatomic pathology and forensic pathology, have graduated from an approved Medical School with completion of an approved internship and at least three years residency in pathology in an approved hospital, public health or research laboratory, and have seven years of experience in the field of anatomic and forensic pathology. Possession of a valid license and current registration to practice medicine in New York State and possess certification by the American Board of Pathology in both Anatomic and Forensic Pathology will be required at time of appointment and maintain same while in the title. Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.

### Scope of Work (for illustrative purposes; not necessarily exhaustive):

- Plans, directs and coordinates the activities of the Department, setting overall departmental policy and developing long and short-term goals and objectives for the Department;
- Evaluates quality, quantity and timeliness of services provided by the Department, and develops plans to improve such standards of department performance;
- Establishes organizational structure of the Department to ensure financial, human resources, material and physical resources are used efficiently and effectively in providing services to the public;
- Functions as department liaison and coordinates department activities with other county departments and/or local, state and federal government agencies which regularly interact with the Department of Laboratories and Research;
- Available twenty-four hours per day, seven days per week to conduct investigations to determine the cause of death presumably due to an unlawful act, violence, casualties or by sudden and unusual circumstances;
- Performs or supervises the performance of autopsies, gross and histologic examinations of surgical specimens and prepares reports of such findings;

- Keeps abreast of changes in County, State and Federal laws, rules, procedures and regulations ensuring that the Department is in compliance with all external regulations and laws relating to the operation of the Medical Examiner's Office and laboratories;
- Maintains public relations through speeches, conferences, public and press contacts and participation in professional and community activities.

**Come join our team!**

Besides a competitive salary, our compensation package includes comprehensive benefits, including medical, dental, vision, deferred compensation, paid leave and retirement plan.

Submit resumes and cover letter with salary requirements to [jobs@westchestergov.com](mailto:jobs@westchestergov.com).

Important: Please indicate ***Pathologist-Medical Examiner*** in the subject line of your e-mail.

***Westchester County is an equal opportunity employer***