



**FULTON
COUNTY**

**ASSOCIATE
MEDICAL
EXAMINER
Grade 58**

Class Code:
340006

Bargaining Unit:

FULTON COUNTY
Established Date: Mar 28, 2016
Revision Date: Apr 14, 2020

SALARY RANGE

\$185,000.00 - \$250,000.00 Annually

CLASS CONCEPT:

Minimum Qualifications:

Doctorate Degree in Medicine required; supplemented by three years of professional medical experience, which includes the completion of an anatomic pathology residency in an accredited program and completion of a forensic pathology fellowship in an accredited program.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must possess and maintain a valid Georgia medical license. Must be eligible or have a certification in Anatomic and Forensic Pathology from the American Board of Pathology at the time of, or within two years of employment.

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.

EXAMPLES OF ESSENTIAL DUTIES:**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.

TYPICAL QUALIFICATIONS:

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.

