**Class Summary**

The responsibilities of this classification include setting the overall vision of the Medical Examiner’s Office and providing supervision of assigned medical doctors; performing forensic pathology autopsies and post-mortem examinations to determine the cause and manner of death; collecting evidence for legal investigations and completing reports on each case.

**Distinguishing Characteristics**

This is the third level within the three-level classification series. The Chief Medical Examiner classification is distinguished from the Associate Medical Examiner in that the incumbent in the Associate Medical Examiner does not supervise other medical doctors.

**Examples of Duties**

*In addition to the duties of the Associate Medical Examiner, the Chief Medical Examiner will:*

1. Plan, organize, direct, coordinate, and manage the activities of the Medical Examiner’s Office, including medical, investigative, and administrative functions.
2. Perform the full supervising role for assigned staff; evaluate performance and train and mentor staff as needed.
3. Establish standards for conducting autopsies; develop, revise, and implement protocols and procedures for the Medical Examiner’s Office.
4. Collaborate with Public Health and the Executive Office to develop and achieve initiatives, objectives, and goals for the Medical Examiner’s Office.
5. Plan and implement quality improvement, assurance, and control programs to support goals and objectives.
6. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of the practice of medicine, pathology, forensic pathology, and toxicology

Skill in oral and written communication

Skill in technical (scientific) writing

Skill in interpretation, analysis, and research

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification, and Other Requirements**

Washington State Medical License

Certification in Anatomical and Clinical Pathology by the American Board of Pathology

Certification in Forensic Pathology by the American Board of Pathology

Some licenses, certifications, and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| --- | --- |
| **FLSA Designation** | Exempt (Professional) |
| **Service Status** | Appointed |
| **EEO Code** | 2 |
| **Levels within the same series** | Assistant Medical Examiner /Forensic Pathology Trainee, Associate Medical Examiner, and Chief Medical Examiner |
| **Class History** | 06/2023 - Created |