



GRAND TRAVERSE COUNTY, MI MEDICAL EXAMINER JOB DESCRIPTION

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| Title: | Medical Examiner |
| GENERAL SUMMARY | |
| <p>Primary functions of the job are to serve as the Chief Medical Examiner for Grand Traverse County, Michigan. The County Medical Examiner shall be appointed by the Grand Traverse County Board of Commissioners for a term of four (4) years and sworn before the County Clerk.</p> <p>This position will require irregular hours. This position will require travel by the employee in the employee's own vehicle.</p> | |
| PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following) | |
| <ul style="list-style-type: none"> • Oversees the Medical Examiner's Office and provides proper adherence to all procedures and protocols. • Assures that the statutory duties of the Medical Examiner's Office are carried out. • Promulgates and publishes all rules relative to the conduct of the office (GTME Manual.) • Delegates responsibilities and insures competency with the "National Guidelines for Death Investigation" as deemed appropriate and permitted by law. • Recommends Deputy Medical Examiners and appoints Medical Examiner Investigators and staff, with assurance of qualifications delegating duties and removes Officers when appropriate. • Maintains all records including Hospice Deaths and reviews all County filings. Performs such other duties as may be required by law or as assigned by the County Board of Commissioners, including the signing of all Burial Transit Forms. • Performs all duties expected of Department Officers, including cognizance of organ donation protocol. • Assures continuity of communications throughout the Office and conducts an Annual Meeting of all communications. • Communicates with the Prosecuting Attorney prior to "Release of Body" and authorizes with the "Morgue Nurse Supervisor." • Assumes sole responsibilities within this Office regarding communication with the "Press Media" in concert with the participating Law Enforcement Office. • Provides County Board of Commissioners with a yearly "Medical Examiner Annual" Report. | |
| EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements) | |
| <ul style="list-style-type: none"> • Licensed physician in the State of Michigan with established residency in Grand Traverse County or adjacent county as provided under Michigan Statute Act 181 PA 1953. • Must have a minimum of ten (10) years as a Medical Examiner, Deputy Medical Examiner or Medical Examiner Investigator in a previous jurisdiction. | |
| CERTIFICATIONS, LICENSES (minimum requirements) | |
| <ul style="list-style-type: none"> • Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy. | |



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CONDITIONS OF EMPLOYMENT (minimum qualifications - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

Incumbent will be required to serve in an “on-call” capacity.

DISTINGUISHING CHARACTERISTICS

Work involves the development of new guidelines and techniques, establishing criteria or developing new information where guidelines may not exist for all situations and considerable independent judgment, personal discretion, and resourcefulness are needed to interpret circumstances, and to make decisions in major areas where there may be uncertainty in approach, methodology, and interpretation. Errors at this level could lead to extraordinary costs, major litigation, destruction of property, loss of funding, or failure of the agency to accomplish its mission and may require the intervention of the County’s senior executives and/or legal counsel to resolve or may not be resolvable.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; use hands to finger, handle, or feel.
- Position frequently works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to extreme cold (not weather related), criminal suspects or prison inmates
- May occasionally be required to lift/move over 50 pounds.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Acts as the guardian of the public and trust.
- Considerable knowledge of the principles and practices of supervision, organization and management.
- Thorough knowledge of the principles and practices of public administration.
- Extensive knowledge of laws, codes, and regulations pertaining to public health.
- Interpersonal skills necessary to deal courteously and effectively with other employees and the public.
- Ability to speak effectively to individuals and groups.
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to maintain the confidentiality.
- Ability to use resources effectively and efficiently



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