

**ASSISTANT MEDICAL EXAMINER (MEDICAL EXAMINER OFFICE)  
ACTIVELY RECRUITED - SEIU 20  
Requisition ID: 00128603**

**Job Posting:** Sep 12, 2022, 6:07:27 PM **Closing Date:** Sep 20, 2022, 12:59:00 AM

Full-time A.M. P.M.

SEIU Local 20 Health Care Professionals **Posting Salary:** \$249,836 ANNUALLY

**Organization:** Offices Under the President



**Cook County Offices  
Under The President**

**Administrative Hearings  
Auditor  
Bureau of Administration  
Bureau of Economic Development  
Bureau of Finance  
Bureau of Human Resources  
Bureau of Technology  
Facilities  
Office of the President**

**Job Summary**

Under the general direction of the Chief Medical Examiner, performs autopsies and postmortem examinations to determine cause and manner of death. Collects evidence for law enforcement agencies. Prepares reports of postmortem examination and autopsies. Reviews medical records, police reports and the reports of the toxicologist as required to accurately determine cause and manner of death. Participates in various research projects with local hospitals and universities. Attends and participates in daily departmental meetings. Directs the staff photographers and X-ray Technicians in the preparation of photographs and radiographs. Answers inquiries from relatives and other interested parties, as to the cause and manner of death. When on call, must be available to consult with the Medical Examiner's Investigators, make decisions concerning release of organs and tissues for transplantation purposes on Medical Examiner's cases, and to conduct scene investigations in accordance with Office policy. Required to work in the autopsy suite between eight to thirteen days per month including weekend days. Serves as a faculty member of the Cook County Office of the Medical Examiner Accreditation Counsel for Graduate Medical Education (ACGME) accredited program in forensic pathology, teaching/training residents and fellows in Forensic Pathology. Participates in Child Death Review meetings when required. Responsible for promptly reporting communicable disease and other health threats found at autopsy to the Board of Health. May be called upon to provide expert testimony in criminal or civil court or at civil or criminal depositions. May act as a consultant for the police, State's Attorney, Public Defender's Office and other professionals in the field of Forensic Pathology. Required to be twenty-four (24) hour call three to four times per month. Performs other duties as assigned.

**This position is Actively Recruited and At Will.**

**Minimum Qualifications**

- Must possess a Doctor of Medicine or Doctor of Osteopathy degree from a Liaison Committee on Medical Education (LCME) or Commission on Osteopathic College Accreditation (COCA) accredited School of Medicine **is required.** \*
- Must possess a valid license to practice medicine in the State of Illinois that is in good standing with the Illinois Department of Financial and Professional Regulation by start date **(Must provide original license or proof of eligibility) is required.**
- Must be Board eligible in Anatomic Pathology or Anatomic/Clinical Pathology and Forensic Pathology by start date **(Must provide proof of eligibility) is required.**
- Must obtain Anatomic Pathology and Forensic Pathology Boards within three (3) years of start date if candidate is not already Board certified **(Must provide proof of certification or eligibility) is required.**
- Must have a valid driver's license and proof of automobile insurance **is required.**

**\*Degrees awarded outside of the United States with the exception of those awarded in one of the United States territories and Canada, must be credentialed by either the World Education Services (WES) or Educational Credential Evaluators (ECE).**

**Preferred Qualifications**

- Board certification in Anatomic, Clinical and Forensic Pathology at time of hire.
- Proficiency in Power Point and Microsoft Office® software programs.

PURSUANT TO EXECUTIVE ORDER 2021-1 AND COOK COUNTY'S MANDATORY COVID-19 VACCINATION POLICY, THE SELECTED CANDIDATE WILL BE REQUIRED TO EITHER **SUBMIT PROOF OF FULL VACCINATION OR A REQUEST FOR REASONABLE ACCOMMODATION PRIOR TO THE START OF EMPLOYMENT.** PLEASE CLICK THE FOLLOWING HYPERLINKS FOR THE FULL TEXT OF EXECUTIVE ORDER 2021-1 AND THE COOK COUNTY MANDATORY COVID-19 VACCINATION POLICY.

[Executive Order 2021-1 Vaccination Policy](#)

[Mandatory COVID-19 Vaccination Policy](#)

This position is considered a safety-sensitive position. Candidates who are selected to fill safety-sensitive positions must pass a required drug test as part of the pre-employment background check process.

<https://www.cookcountyil.gov/sites/default/files/service/drug-and-alcohol-policy.pdf>

**Candidates who are contacted will be required to produce original required documents (e.g., current driver's license, diploma, school transcript, certifications, etc.) listed on the Notice of Job Opportunity within five (5) days of being extended an offer, in writing, by the Bureau Chief of BHR (or designee). Candidates will be notified of how to submit the required document.**

### **KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS**

Must have extensive knowledge of the field of Forensic Pathology/Medicine. Must have the ability to perform autopsies and have the ability to work under unpleasant conditions. Must have common sense and good judgment the ability to make accurate decisions. Must have excellent teaching skills for training medical students, residents and fellows. Must have the ability to communicate well verbally and in written form to physicians and to lay individuals in one on one situation as well as in depositions and court appearances. Must be able to perform required duties in highly stressful and emotional situations. Must be physically capable of performing autopsies and post-mortem examinations in the autopsy suite. Must be available to be on twenty-four (24) hour call three or four times per month. Must be available to work weekend days as part of the monthly schedule. Must have the ability to follow standardized techniques and procedures, but must also be able to adapt and make independent decisions where required. Must be skilled in the use of a microscope and the interpretation of histology findings. Must be able to interpret radiographs within the context of forensic pathology practice. Must be skilled in the use of Power Point and other Microsoft Office® software programs. Must be able to perform autopsy examinations without the assistance of a technician on occasion, and be familiar with specialized autopsy techniques which may be required in certain situations. Must have excellent organizational skills and be able to complete case reports in a timely fashion.

### **Physical Requirements**

#### **Heavy Work**

Heavy Work involves exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force constantly to lift, carry, push, pull, or otherwise move objects.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**

**\*\*May provide visa sponsorship.\*\***

### **VETERAN'S PREFERENCE**

**When applying for employment with Cook County Government, preference is given in the application process to honorably discharged Veterans who have served in the Armed Forces of the United States for more than 180 consecutive days, or during War Time. To take advantage of this preference a Veteran must:**

- **MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION.**

- **IDENTIFY THEMSELVES AS A VETERAN ON THEIR EMPLOYMENT APPLICATION BY ANSWERING YES TO THE QUESTION “Are you a military veteran?”**
- **ATTACH A COPY OF THEIR DD 214, DD 215 or NGB 22 (NOTICE OF SEPARATION) AT TIME OF APPLICATION FILING. IF YOU HAVE MULTIPLE DD 214S, 215S, OR NGB 22S, PLEASE SUBMIT THE ONE WITH THE LATEST DATE. COAST GUARD MUST SUBMIT A CERTIFIED COPY OF THE MILITARY SEPARATION FROM EITHER THE DEPARTMENT OF TRANSPORTATION (BEFORE 911) OR THE DEPARTMENT OF HOMELAND SECURITY (AFTER 911).**

**The Cook County Department of Veterans Affairs can assist you with obtaining a certified DD214 and having it recorded for you at no charge. Please contact [veterans.affairs@cookcountyil.gov](mailto:veterans.affairs@cookcountyil.gov)**

**VETERAN MUST PROVIDE ORIGINAL APPLICABLE DISCHARGE PAPERS AT TIME OF INTERVIEW.**

**\*This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.**

Falsification of any information in the application process will result in disqualification, dismissal after hire, and/or placement on the County's Ineligible for Rehire List for a period of two (2) or five (5) years. For current County employees, such falsification may result in discipline, up to and including termination, and placement on the County's Ineligible for Rehire List for a period of two (2) or five (5) years. *See Cook County Code of Ordinances, Article II, Sections 44-54 Unlawful Practices Relating to Employees and Employment - Penalty, 44-56 Political Discrimination; Cook County Employment Plan, Section V.N. Pre-Interview License and Certification Verification; Supplemental Policy No. 2014-2.13 Ineligible for Rehire List; and Cook County Personnel Rules 3.3(b) (7) (d)*

#### **EEO Statement**

Cook County Government is an Equal Employment Opportunity (“EEO”) employer. Cook County prohibits illegal discrimination and harassment and affords equal employment opportunities to employees and applicants without regard to race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, source of income, housing status, military service or discharge status, gender identity, genetic information, or any other protected category established by law, statute or ordinance as further defined in Chapter 44. Human Resources, Article II. Personnel Policies, Section 44-53 of the Cook County Code of Ordinances and Chapter 42. Human Relations, Article II. Human Rights, Section 42-35 of the Cook County Code of Ordinances.

**NOTE: As an internal candidate, should you be offered the position, salary allocations shall abide by the Cook County Personnel Rules.**

#### **Social Media Disclaimer**

The County's hiring process is governed by the Cook County Employment Plan which prohibits employment actions from being influenced by any Political Reasons or Factors for Non-Exempt Positions. The advertisement of this position by any individual does not constitute an offer or promise of employment, promotion, or any other employment action and shall not influence the County's hiring decision. Cook County officials and employees who become aware of or receive a complaint that involves an allegation of Political Reasons or Factors being considered in the hiring process of Non-Exempt

positions are obligated to refer the complaint to the Cook County - Office of the Inspector General. If the Cook County Inspector General sustains allegations of Political Reasons or Factors being considered, Cook County will disqualify the Applicant or Candidate from consideration for employment and disciplinary action will be imposed on any involved Cook County employees, if applicable.