



REGIONAL MEDICAL
EXAMINER'S OFFICE

Job Announcement

POSITION

Assistant Medical Examiner

SALARY RANGE

\$247,769.60 - \$320,652.80

LOCATION

Reno, NV

Under direction of the Chief Medical Examiner, assists in planning, organizing, and directing the Washoe County Regional Medical Examiner's Office (WCRMEO) functions in the investigation of unexpected, natural, unnatural, and unattended deaths; and conducts and oversees autopsies and medical examinations; and performs related work as assigned.

About the Position

The Assistant Medical Examiner (AME) acts under direction of the Chief Medical Examiner (CME) and must be a pathologist certified by the American Board of Pathology (ABP) in forensic pathology or must be Board eligible in forensic pathology. The AME is responsible for conducting postmortem examinations and autopsies and determining and certifying cause and manner of death. In very rare cases, this requires visiting the scene of death or the site of discovery of remains. The AME documents his/her findings; provides court testimony and consultation regarding case findings; participates in quality assurance programs that satisfy NAME standards and ABP Continuous Certification requirements; and may act as an instructor in education programs offered by the WCRMEO. The AME shall perform other administrative duties including participation in death review teams, hospital morbidity and mortality conferences, other committees and task forces, accreditation management, policy creation and enforcement, training and evaluating other employees, mass fatality preparedness, medical student teaching and mentoring as part of a faculty appointment at the local school of medicine, etc. This is an unclassified, appointed position.



QUALITY
PUBLIC SERVICE



INTEGRITY



EFFECTIVE
COMMUNICATION



About the Washoe County Regional Medical Examiner's Office

The Washoe County Regional Medical Examiner's Office (WCRMEO) serves all Northern Nevada (14 counties) and part of Northern California (4 counties) and operates as an independent agency. The staff relocated to a brand-new, state-of-the-art, modern medical examiner facility in 2017, and continue to enjoy this highly functional and beautiful building. The office operates with a full-time staff of 28 along with additional part-time investigative staff. Full-time Medicolegal Death Investigators are cross-trained in investigations and autopsy, and are ABMDI certified. Autopsies/examinations are performed by 3 Assistant Medical Examiners, a Deputy Chief Medical Examiner, and a Chief Medical Examiner; Caseload per Medical Examiner is maintained at or below 250 autopsy equivalents per NAME accreditation requirements. During 2024 there were 5,767 deaths reported to the WCRMEO with just over 1,100 examinations performed. The staff enjoys high morale in the workplace and functions with mutual respect and a good sense of humor, in addition to a robust employee wellness/resiliency program. WCRMEO pathologists do not perform autopsies on Sundays, allowing for an improved lifestyle. Additionally, flexible work schedules are available. The office is well supported by the County and many regional partners. The work product of the WCRMEO is highly valued by law enforcement, prosecuting attorneys, and the judiciary in the region. The office is NAME accredited.

To Be Considered:

Submit the required application at: <https://www.governmentjobs.com/careers/washoecounty>

In addition to the application, the following documents must be included with the application before the filing deadline in order to be considered:

- Comprehensive CV/resume which includes how the applicant meets the Ideal Candidate criteria
- Three professional references

License or Certificate

- A valid Nevada driver's license is required within thirty days of appointment and must be maintained for continued employment in this classification.
- Licensure as a physician to practice medicine in the State of Nevada is required at the time of appointment and must be maintained for continued employment in this classification.
- Shall be a pathologist certified by the American Board of Pathology in forensic pathology or Board eligible in forensic pathology.
- Successful completion of an accredited fellowship in forensic pathology is required at the time of appointment.
- When Board eligible, certification by the American Board of Pathology in forensic pathology must be obtained within three years of appointment.

Mission Statement

The mission of the Washoe County Regional Medical Examiner's Office is to investigate unexpected and unexplained deaths in order to identify and report on the cause and manner of death. We apply scientific investigative techniques and medical procedures, using integrity and compassion to serve families and public agencies impacted by sudden unexpected death.

Experience & Training Requirements

A degree from an accredited school of medicine; possession of a current license to practice medicine in the State of Nevada OR fully eligible to obtain a license to practice medicine in the State of Nevada AND completion or active enrollment of an accredited forensic pathology fellowship.

Ideal Candidate Criteria

The ideal candidate will have excellent, accredited fellowship training and background in Forensic Pathology. This background will include extensive knowledge of the criteria for accepting Medical Examiner/Coroner jurisdiction cases, and knowledge of NAME standards for forensic autopsy performance. Forensic pathologists in fellowship training will be considered and are encouraged to apply. The selected candidate should be an effective communicator with strong writing and interpersonal skills, who is able to effectively transmit his/her findings and opinions in a clear and thorough manner. Individuals with experience in court testimony and individuals with additional subspecialty training in relevant areas (such as neuropathology, cardiac pathology, or pediatric pathology), are preferred. The chosen candidate will be encouraged to establish an academic presence through affiliations with local educational institutions, though this is not required.

Professional Development Opportunities

The WCRMEO is a growing, progressive office. Reno is home to the University of Nevada Reno (UNR) School of Medicine, and WCRMEO pathologists enjoy paid faculty appointments with the university. Medical Students are frequently on rotation with the WCRMEO. This is fertile ground for teaching and academic research opportunities, if desired, and current ongoing research in the office includes collaborations with UNR Forensic Anthropology. We also enjoy good working relationships with organ/tissue procurement organizations, regional law enforcement, prosecutors, and our regional medical/trauma center and its hospital autopsy service. Our award-winning in-house tissue donation program is another very successful collaboration.



Compensation & Benefits

The annual salary range for this position is up to \$320,652.80. Washoe County also offers an exceptional benefits package which includes:

- Nevada PERS Retirement - Washoe County pays 100% of the PERS contribution for each benefit eligible employee.
- Health, Dental, Life and Vision Insurance.
- Washoe County contributes 100% of the premium for each employee. Washoe County also contributes 50% of the premium for dependent coverage.
- Note: New employees are automatically enrolled in the High Deductible Health Plan (HDHP) with a Health Savings Account. Washoe County contributes up to \$2,500 annually (based on benefit effective date and coverage tier) into the employee's Health Savings Account (HSA). Newly hired employees become eligible for health benefits after 30 days of employment.
- Deferred Compensation plans available
- 12 Paid Holidays
- Vacation Accrual (120 hours per year, increasing with continued employment)
- Sick Leave (120 hours per year, increasing with continued employment)
- Longevity Pay
- Merit Increases - Full-time employees eligible to receive an annual merit increase of 5% until the position classification's maximum salary is reached.
- Cost-of living adjustments - historical annual COLA increases for 2017-2025 have ranged from 2.5% - 5.0%
- There are no Social Security deductions (although a 1.45% deduction for Medicare is required)
- Nevada does not have state or local income tax
- Assistance with relocation expenses will be provided





About Washoe County

Washoe County is located along the eastern slopes of the majestic Sierra Nevada Mountains in northwestern Nevada. The County covers an area of 6,600 square miles bordering California and Oregon. The County seat is the City of Reno, the third largest city in Nevada. Reno boasts a bustling downtown, diverse neighborhoods, Nevada's flagship state university, and a top-ranked international airport. Nearby are the City of Sparks, the state's fifth largest city, and Incline Village at Lake Tahoe. The County's approximately 496,000 population is split with nearly half residing in the incorporated City of Reno, one quarter in Sparks and one quarter in the unincorporated areas. Residents and visitors enjoy the pleasant climate, abundant recreational activities, arts, entertainment, professional sports, and cultural events.

Washoe County Governance & Organization

A five-member Board of County Commissioners, elected by district, governs Washoe County. The Board appoints a County Manager who is responsible for policy implementation and overall operations. The County provides services as

an administrative arm of the state, as well as a variety of regional and community services. The County has twenty-four departments managed by appointed department heads and an additional seven led by elected officials.

Our organization employs over 3,000 people dedicated to serving the citizens of Washoe County.

Tentative Timeline

RECRUITMENT IS OPEN UNTIL FILLED

Applications will be accepted until the position is filled.

A Screening Committee will review applications as received to identify candidates whose qualifications demonstrate the strongest potential for success in this position. Selected candidates will be invited to interview. Reference checks will be conducted for top candidates, and any conditional offer of employment will be subject to successful completion of a thorough background investigation.

Questions?

Contact: Jessica Gutierrez
jgutierrez@washoecounty.gov

EEO Statement

Washoe County is proud to be an equal opportunity employer and is committed to a diverse workforce that creates a sense of belonging for all employees and citizens, thereby encouraging persons from all backgrounds and experiences to apply for employment. Washoe County will recruit, hire, train and promote into all job levels without regard to race, religion or belief, gender, marital status or domestic partnership, familial status, national origin, age, mental or physical disability, pregnancy, sexual orientation, gender expression or identity, genetic information (GINA), veteran status, political affiliation, membership in an employee association or union or any other protected class under applicable federal or state law.