

DEPUTY MEDICAL EXAMINER

LOCATION: Chattanooga, TN – Hamilton County Government

SALARY: \$240,000

DEADLINE: Date Eligible for Hire: January 2024 - Posting will remain open until position is filled.

BENEFITS:

Medical, Dental, Vision
Flexible Spending Accounts
Optional Life, Long Short Disability
Use of Hamilton County Wellness Clinic, Pharmacy, and Gym
Thirteen (13) Paid Holidays

RETIREMENT:

Tennessee Consolidated Retirement System (TDRS)
Optional 401K, 357B

QUALIFICATIONS:

Send (CV), Letter of Interest, and References to:
Dr. Steven C. Cogswell
County Medical Examiner
stevenc@hamiltontn.gov

Hamilton County Southeast Regional Forensic Center
3202 Amnicola Highway
Chattanooga, TN 37406

ABOUT HAMILTON COUNTY, TENNESSEE

Hamilton County, Tennessee is in the southeast section of Tennessee, with Chattanooga, Tennessee as the County Seat. Hamilton County is bordered by several north Georgia counties and several neighboring Tennessee Counties. Hamilton County, Tennessee encompasses 576 square miles, with a metropolitan population of 430,000 people. Hamilton County land square miles is 542, and by water 34 square miles.

Hamilton County has had a significant increase in economic growth and population growth. The cost of living in Hamilton County, Tennessee is approximately 89.7% less (per 100) than the US National Average making Hamilton County a very affordable county to live, work, and enjoy numerous recreational activities. Hamilton County, Chattanooga, Tennessee is also a much sought-after tourist attraction location.

The Hamilton County Southeast Regional Forensic Center provides forensic services to all cities within Hamilton County and nine (9) law enforcement agencies. Three (3) major hospitals, one being a Level (1) Trauma Center factor into forensic cases investigated by the Hamilton County Southeast Regional Forensic Center.

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DEFINITION: Under general direction, conducts, performs and oversees medical investigations and associated office operations pertaining to the Hamilton County Medical Examiner's Office.

Under Tennessee Code Annotated Chapter 7 Part I Post-Mortem Examination Act; TCA § 38-7-108. Death Under Suspicious, Unusual or Unnatural Circumstances are under the jurisdiction of the County Medical Examiner and oversees medicolegal investigations and associated office operations pertaining to the Hamilton County Southeast Regional Forensic Center.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, physical requirements, knowledge, skills, abilities, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)

This is a Fair Labor Standards Act defined Exempt Position - Exempt positions are excluded from minimum wage, overtime regulations, and other rights and protections afforded nonexempt workers. The employee in this position is paid a salary rather than an hourly wage for this position. FLSA does not limit the amount of work time an employer may require or expect from any exempt employee, on any schedule. Hamilton County Government expects an employee in this position to complete the work assigned regardless the number of hours involved in completing the tasks assigned.

TASKS:

Conducts investigations, autopsies and examinations of deaths occurring under suspicious, unusual, unnatural circumstances and those occurring outside the direct care of a physician or licensed health care facility; conducts body examinations; provides detailed accounting of findings and information; maintains records and files; provides advice and direction to staff, law enforcement and other health care professionals.

Function as a forensic pathologist and medical examiner, perform autopsies, external exams, cremation authorization approvals. Completion of reports from examinations. Certify deaths in the Tennessee electronic death certificate registration system; Tennessee Vital Records Information System Management (VRISM). Meets with families of deceased, law enforcement, attorneys and others; gathers facts, information and related data in the course of investigating; reviews records and reports submitted by staff; provides findings and conclusions to law enforcement officials; testifies in court as to records, findings and conclusions; provides teaching and training on investigations and related matters to law enforcement, health care personnel and others.

Identifies and provides input on budget needs for staff and equipment; assesses policies and procedures; provides input on recommended changes for new and existing policies and procedures; represents the agency in court, in public and at various medical, professional and related circumstances. Meet with District Attorney, Public and Private Defender representatives on medical examiner cases.

Performs other related duties in the absence of or as assigned by the County Medical Examiner under **Tennessee Code § 38-7-104, County Medical Examiner.**

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

Knowledge of applicable State of Tennessee statutes, rules, administrative orders, case law, and Federal rules and regulations.

Knowledge of Hamilton County policies and procedures.

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Knowledge of medical procedures relating to medical and forensic investigations, including autopsies, crime scene analysis, blood and tissue analysis and related investigation techniques.

Knowledge of proper crime scene investigations techniques, procedures and requirements.

Knowledge of court process and legal terminology and procedures.

Skill in assessing situations and scenarios to determine appropriate investigation processes.

Skill in conducting and overseeing medical aspects of suspected, potential and known/actual criminal investigation scenes.

Skill in conducting autopsies and related forensic pathologic investigations.

Skill in providing clearly written documentation and reports used by a variety of people and entities.

Skill in effectively representing the office in a number of different settings, circumstances and situations.

Skill in operating a personal computer utilizing a variety of software packages, including MDI Log.

Skill effectively communicating in both oral and written form.

MINIMUM QUALIFICATIONS:

- Must be a graduate of Accreditation Council for Graduate Medical Education (ACGME) certified medical school Doctor of Medicine or Doctor of Osteopathy Degree.
- Must have successfully completed an (ACGME) certified residency in Anatomic Pathology (Anatomic Pathology/Clinical Pathology preferred) Must have successfully completed an American Board of Pathology (ABP) Fellowship program in Forensic Pathology.
- Must hold (ABP) Board certification in Anatomic Pathology (Anatomic Pathology and Clinical Pathology) preferred.
- Must be (ABP) Board eligible in Forensic Pathology or become Forensic Pathology (FP) certified within one (1) year of date of hire.
- Must have a valid or active Tennessee Medical License, or obtain the license within three (3) months the date of hire.
- Must maintain (ABP) board certification and Tennessee licensure through proper programs and Continuing Medical Education (CME) requirements, certifications to hold this position.

ADDITIONAL REQUIREMENTS:

- Must be a graduate of Accreditation Council for Graduate Medical Education (ACGME) certified medical school, Doctor of Medicine or Doctor of Osteopathy Degree.
- Must have successfully completed an (ACGME) certified residency in Anatomic Pathology (Anatomic Pathology/Clinical Pathology preferred).
- Must have successfully completed an American Board of Pathology (ABP) approved fellowship program in Forensic Pathology.
- Must hold (ABP) Board certification in Anatomic Pathology (Anatomic Pathology/Clinical Pathology preferred).
- Must be (ABP) Board eligible in Forensic Pathology, and become Forensic Pathology certified within 1 year of date of hire.
- Have a valid, active Tennessee medical license, or obtain within 3 months of date of hire.
- Maintain (ABP) board certification and Tennessee licensure through the proper programs and Continuing Medical Education (CME) requirements.
- Have current knowledge of principles, practices, techniques and advances in forensic pathology and medicolegal death certification.

PHYSICAL REQUIREMENTS:

Work requires the incumbent to be on call nights and weekends. The incumbent may be called to work in/at potentially hazardous crime scenes involving extreme weather conditions, environmental hazards

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and related risks. Work also involves the risk of physical harm due to potential exposure to infectious diseases and other circumstances present in the investigation and analysis of potential crime scenes. Work requires lifting, carrying, and moving of bodies as well as intermittent sitting, standing, walking, bending, pushing, pulling, and occasional driving.

ADDITIONAL INFORMATION:

This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

All positions within Hamilton County Government are considered work **in-person** and require regular and punctual attendance.

All positions within Hamilton County Government may require work on Holidays or weekends. Additionally, irregular hours and shift work may be required, including possible extension of shift hours, at times with short notice.

AN EQUAL OPPORTUNITY EMPLOYER

Hamilton County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. A copy of Hamilton County's Equal Employment Opportunity Plan (EEOP) & Utilization Report is available on the County's Equal Employment Opportunity (EEO) Office home page.

https://www.hamiltontn.gov/Department_EqualEmploymentOpportunityOffice.aspx