



Deputy Medical Examiner

Medical Examiner

Pay Grade: FC

JOB SUMMARY

This position is responsible for the investigation or supervision of investigations for all types of deaths. Performs medicolegal investigations, autopsies, and examinations, and orders analytical testing to determine accurate cause and manner of death, including investigation within the jurisdiction of the Webb County Medical Examiner in accordance with Articles 49.0 and 49.25, Texas Code of Criminal Procedure, Texas Family Code, and the Texas Health and Safety Codes, including those cases contracted with other counties outside of Webb. This position assists the Chief Medical Examiner in managing casework, ensuring compliance with state laws and professional standards, and providing expert testimony in court proceedings.

MAJOR DUTIES

- Conducts post-mortem examinations to determine cause and manner of death.
- Orders appropriate analytical testing.
- Collects specimens and evidentiary materials and requests testing.
- Dictates findings upon completion of post-mortem examinations.
- Prepares written opinion reports regarding case findings, including the interpretation and findings.
- Signs official death certificate.
- Promptly reviews and signs Medical Examiner reports.
- Responds to scenes when necessary or requested.
- Assists in the recovery of decedents.
- Provides family conferences in person and by telephone to family members of the deceased to increase the level of understanding of causes of death, manner of death, physiologic and psychological mechanisms involved.
- Responsible for assisting with the review of all medical investigator reports to ensure accuracy.
- Provides expert forensic pathology witness testimony in Local and State court proceedings to include testimony in out-of-county autopsy cases.
- Confers with attorneys, law enforcement, physicians, family members, and the general public, as required.
- Performs related duties as assigned by the Chief Medical Examiner.

KNOWLEDGE REQUIRED BY THE POSITION

- Proficient in techniques used for medicolegal death investigations, including autopsy procedures, evidence collection, and documentation.
- Established procedures for conducting autopsies within the examination room.
- Guidelines for evidence handling and collection practices.

- Knowledge of applicable laws, regulations, and guidelines at the federal, state, and county levels.
- Budgeting development, process, and maintenance.
- Policies, practices, procedures, and terminology of the assigned function.
- Principles and procedures of record keeping.
- Business English, spelling, and arithmetic.
- Skill in: Using and caring for autopsy room equipment, photography equipment, and a microscope.
- Holding inquests and documenting results of application of forensic pathology, toxicology, histology, and other medical-legal procedures.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and decision-making.
- Dealing effectively and professionally with distraught, upset, or potentially violent family members or situations.
- Interpret, follow, and enforce written rules, policies, procedures, codes, ordinances, and regulations.
- Deal with a death-related environment daily and unpleasant odors associated with autopsies.
- Extensive knowledge of forensic pathology, toxicology, and related medical sciences.
- Strong understanding of Texas statutes governing medicolegal death investigations.
- Proficiency in preparing clear, accurate, and comprehensive autopsy and investigative reports.
- Ability to communicate effectively with law enforcement, attorneys, families, and the public.
- Skilled in providing impartial, expert testimony in court.
- Ability to manage high-stress situations and maintain professional composure.
- Strong analytical and critical thinking skills.
- Proficiency with medical and forensic case management systems.

SUPERVISORY CONTROLS

Serves as Inquest Authority under the direction of the Chief Medical Examiner.

GUIDELINES

- Guidelines include rules and the collection of evidence and compliance with federal, state, local, and county applicable laws, rules, regulations, and guidelines.
- The work consists of varied administrative, supervisory, and management duties. The variety of duties contributes to the complexity of the position.

CONTACTS

- Contacts are investigators, law enforcement, physicians, family members, attorneys, and the general public.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- Physical requirements include the ability to lift/carry up to 75-100 pounds and maneuver cadavers unassisted in excess of 200 pounds.
- Requires visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate laboratory equipment, basic office equipment, and a computer.
- Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to

perform the essential functions.

- At times requires driving and exposure to outdoor conditions.
- Subject to various biological/infectious, chemical, mechanical, electrical, explosive, and radiation hazards in indoor/outdoor work, and exposure to fumes, noxious odors, and toxic wastes.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

Plan, direct, and coordinate the work activities of managerial and support staff to ensure effective and efficient operations.

MINIMUM QUALIFICATIONS

- Licensed to practice medicine as a medical doctor in the State of Texas, issued by the Texas Medical Board.
- Completion of an accredited fellowship in forensic pathology.
- Board certification in Anatomic/Clinical or Anatomic Pathology by the American Board of Pathology or the Board of Osteopathy.
- Board eligible/certified in Forensic Pathology by the American Board of Pathology or Board of Osteopathy.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR), and criminal background checks are required.
- This position ***is not covered*** under Civil Service; however, all other Webb County policies apply.

ACKNOWLEDGEMENT

The undersigned have read, discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date