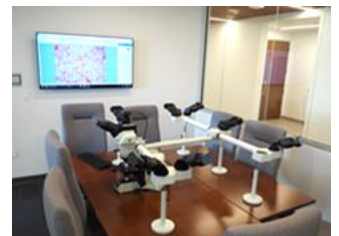


# TRAVIS COUNTY MEDICAL EXAMINER AUSTIN, TEXAS



## ABOUT THE OFFICE

- **State-of-the-art 52,000 square-foot facility completed in 2018**
- **Computerized Tomography on site**
- **Open design building to enhance work flow**
- **Accredited by the National Association of Medical Examiners (NAME) since 2009**
- **In-house Toxicology laboratory accredited by the American Board of Forensic Toxicology**
- **Robust staffing**
  - **13 medicolegal death investigators**
  - **7 autopsy technicians, specialized training in forensic photography**
  - **6 forensic toxicologists**
- **Forensic pathology fellowship program - two fellows per year**

The Travis County Medical Examiner's office is located in Austin, Texas, which is the capital of the state. The current population of Travis County is over 1.2 million. The office also provides services to 43 counties outside of Travis County.

There are seven forensic pathologists on staff, including the Chief Medical Examiner and Deputy Chief Medical Examiner. Our office performed 1665 autopsies and 222 external examinations in 2018. Our caseload is increasing; [this is a new position to ensure that our forensic pathologists will perform less than 250 autopsies per year](#), in compliance with NAME accreditation standards.

Travis County has excellent benefits, including one the best funded retirement systems in the nation.



## ABOUT AUSTIN

- **NUMBER ONE PLACE TO LIVE** according to US News and World Reports
- Known as the “Live Music Capital of the World”
- Diverse economy
- A climate made for outdoor enjoyment and recreation nearly year round
- A creative culture that support the arts, music and theater

## THINGS TO DO AND SEE IN AUSTIN



*Located near several lakes, including Lake Travis*



*6<sup>th</sup> Street*



*Largest urban bat colony in the U.S.*



*Barton Springs, filled with natural spring water*



*Austin City Limits Music Festival*



*Home to the University of Texas at Austin*

## CURRENTLY HIRING DEPUTY MEDICAL EXAMINER

**SALARY:** \$200,000 - \$228,335 Annually

**OPENING DATE:** 01/7/20

**CLOSING DATE:** Until filled

### **JOB SUMMARY:**

Responsible for the investigation or supervision of investigation for all types of death. Performs medical-legal postmortem investigations, autopsies and examinations, orders ancillary testing to provide proper investigations of deaths and determines accurate cause and manner of death, including investigation and evaluation of current and anticipated future inquiries occurring within jurisdiction of Travis County Medical Examiner in accordance with Article 49.25, Texas Code of Criminal Procedure and with contracted counties.

### **Distinguishing Characteristics:**

This is the first in a series of three medical examiner-related job classifications within the Medical job family. This classification is distinguished by not having supervisory responsibilities. Subject to being on call to respond to and coordinate disaster response efforts. This classification may require a flexible work schedule in order to meet the needs of the department.

### **DUTIES AND RESPONSIBILITIES:**

- Serves as Inquest Authority under direction of Chief Medical Examiner.
- Conducts post-mortem examinations to determine cause and manner of death. Orders appropriate analytical testing. Collects specimens and evidentiary materials and requests. Performs external examination of bodies. Prepares written opinion reports regarding case findings, including the interpretation, findings, and issues official death certificate and final report ruling as to cause and manner of death. Promptly reviews and signs Medical Examiner Reports. Provides family conferences in person and by telephone to family members of the deceased to increase level of understanding of causes of death, manner of death, physiologic and psychological mechanisms involved.
- Assists with the directing and planning of quality evaluation systems for all phases of forensic operations to assure quality and consistent work methods.
- Fulfills various academic responsibilities, including scientific research, teaching and training, academic lectures and other educational activities.
- Responsible for assisting with the review of forensic work to ensure quality and consistency of reports.
- Provides expert medical witness testimony in Local, State and Federal court proceedings to include Out-of-County testimony. Oversees forensic criminal and civil actions associated with cases investigated. Confers with attorneys, law enforcement, physicians, media, family members and general public, as required. Acts as educational faculty for medical students, residents and fellows.
- In coordination with the Chief Medical Examiner, provides educational and statistical information to community agencies, social agencies and educational programs. Responds to difficult inquiries and complaints.
- As designated by the Chief Medical Examiner, represents the office at public functions and in meetings, State and national forensic organizations board meetings, review team meetings, emergency operations and planning meetings, seminars, conferences, professional associations meetings, civic and school groups, college groups, private organizations, and participates on related committees. Attends continuing education classes.
- Performs other job-related duties as assigned.

### **MINIMUM REQUIREMENTS:**

#### **Education and Experience:**

Graduation from an accredited college of medicine AND a postgraduate training program in pathology AND one (1) year of training in forensic pathology at a medical-legal training center.

**Licenses, Registrations, Certifications, or Special Requirements:**

Licensed to practice as a medical doctor in the State of Texas issued by the Texas Medical Board.  
American Board Certified in anatomical or anatomical/clinical pathology.  
American Board Eligible or Certified in forensic pathology (Board Certified in forensic pathology within three (3) years of hire).  
Valid Texas Driver's License.

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Medico-legal investigation of death techniques.
- Modern forensic pathology methods and techniques.
- Standard autopsy room protocols.
- Investigative techniques.
- Rules and collection of evidence.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Budgeting development, process and maintenance.
- Policies, practices, procedures and terminology of assigned function.
- Principle and procedures of record keeping.
- Business English, spelling and arithmetic.

**Skill in:**

- Performing autopsies.
- Using and caring of autopsy room equipment.
- Conducting investigations.
- Practicing of medicine, pathology and forensic pathology.
- Holding inquests, and documenting results of application of forensic pathology, toxicology, histology, and other medical-legal procedures.
- Supervising others, including team building.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and decision-making.
- Department policies and procedures.
- Working with and communicating with various community groups.
- Exercising independent judgment.
- Writing recording and compiling material for accurate reports.
- Dealing effectively and professionally with distraught, upset, or potentially volatile family members or situations.
- Both verbal and written communication.

**Ability to:**

- Plan, direct, and coordinate the work activities of managerial, professional and support staff.
- Interpret, follow and enforce written rules, policies, procedures, codes, ordinances and regulations.
- Work independently.
- Exercise sound judgment and make sound decisions.
- Deal with death-related environment daily and unpleasant odors associated with autopsies.
- Work in morgue environment with daily contact with dead and decomposing bodies.
- Develop and present accurate written and verbal medical opinion reports on case findings.
- Perform in a stressful environment, while maintaining a professional manner.
- Make appropriate and effective public presentations.
- Present cognitive scientific opinion testimony.
- Use good safety practices and precautions including the use of personal protective gear.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

**WORK ENVIRONMENT & OTHER INFORMATION:**

Physical requirements include the ability to lift/carry up to 75-100 pounds and maneuvering cadavers unassisted in excess of 200 pounds. Works in an autopsy room. Requires visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate laboratory equipment and basic office equipment and 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 indoors/outdoors work, and exposure to fumes, noxious odors and toxic wastes. Daily contact with biohazardous materials. Some exposure to high on job demand stress. Must possess sufficient physical strength and emotional stability to work under adverse conditions.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

Hours: Flexible

Works some holidays and weekends

Location: 7723 Springdale Road, Austin

Department: Medical Examiner

Criminal & Driving Background Check Required

Link to posting and application:

<https://www.governmentjobs.com/careers/traviscounty>