



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard, SPHR
Director

TITLE: Assistant Chief Medical Investigator (*Provisional Appointment)
SALARY: \$40,701 - \$52,250 annually
LOCATION: Monroe County Department of Public Health- Medical Examiner's Office

JOB SUMMARY:

This is a supervisory position in the Medical Examiner's Office responsible for assisting the Chief Medical Investigator oversee the administrative and technical activities of the Medical Examiner's Office. Employees are responsible for on-the-scene death investigations, follow-up investigations and proper preservation of evidence. Work may be conducted nights and weekends. The employee reports directly to and works under the general supervision of the Chief Medical Investigator. General supervision is exercised over Senior Medical Investigators, Medical Investigators and autopsy staff. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in one of the Life Sciences*, Criminal Justice, Mortuary Science or Management** plus one (1) year paid full time or its part time equivalent experience responsible for forensic investigations or forensic laboratory work , that also involved staff supervision; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the areas mentioned above, plus three (3) years experience as defined in (A) above; OR
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

*Life Sciences for the purposes of these minimum qualifications, includes fields of science that involve the scientific study of living organisms, like plants, animals, and human beings. Life Sciences include but are not limited to Biochemistry, Bio-engineering, Biology, Botany, Ecology, Environmental Science, Medicine, Nursing, Pharmacology, Plant Sciences, etc.

**Management, for the purposes of these minimum qualifications includes degrees in Business Management, Business Administration, Organizational Management, Non-Profit Management, Health Information Management, Management Information Systems, or a similar major that has as its focus leading, directing or coordinating activities of an organization or parts of an organization to achieve a defined objective.

SPECIAL REQUIREMENTS:

If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Additional Information:

Candidates for employment with Monroe County will be required to pass a pre-employment drug test.

Candidates for employment with the Monroe County Government will be required to pass a Pre-Employment Background Investigation. The candidate will be required to pay for the cost of fingerprinting, which is \$100.00. If the candidate is hired they will be reimbursed via payroll.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

Send Civil Service Application to: Monroe County Department of Public Health
111 Westfall Rd-Human Resources Rm:752B
Rochester, NY 14620

Posting Deadline: August 31, 2010

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) on the examination list in order to be eligible for permanent appointment.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471

PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

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An Equal Opportunity Employer