



**CITY OF JACKSONVILLE**  
invites applications for the position of:  
**District Chief Medical  
Examiner**

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**SALARY:** \$210,000.00 - \$300,713.28 Annually

**OPENING DATE:** 08/13/18

**CLOSING DATE:** Continuous

**JOB DESCRIPTION:**

This position shall be appointed by the Governor from nominees who are practicing physicians in pathology, whose nominations are submitted to the Governor by the Medical Examiners Commission. The term of office of each district medical examiner shall be 3 years. An appointment to fill a vacancy shall be for the unexpired portion of the term.

This position is the District Four Medical Examiner but provides services to over 1,000,000 people in northeast Florida who live in two districts (District 3 which serves Columbia and Hamilton counties and District 4 which serves Clay, Duval, and Nassau counties). Including this position, the office consists of 29 employees and has an operating budget of approximately \$4.5 million.

This position reports to the State Medical Examiners Commission and is supported by the City of Jacksonville. It is responsible for directing the investigations of deaths by determining accurate cause and manner of deaths including evaluation of current and anticipated inquiries for the counties within our jurisdiction in accordance with Florida Statutes 406 and Administrative Code 11-G.

**EXAMPLES OF WORK:**

- Performs autopsies/body exams, including history taking, interviews with investigators, family, or police medical chart review.
- Provides expert testimony on criminal cases for state law enforcement agencies and the courts.
- Plans and coordinates comprehensive medico legal investigative office for determining the cause and manner of sudden, violent, and suspicious deaths.
- Conducts communication and conference meetings with police, court, and family members.
- Generates Death Certificates and makes on-call and scene investigation/triage decisions.
- Packages and labels toxicology, histology, and evidence items.
- Develops and enforces procedures for the pronouncement of death and transplantation of organs from bodies of persons who had died within the district.
- Coaches, manages and provides direction and support to assigned staff, in charge to insure positive outcomes and goal attainment that are responsive to customer needs.
- Performs dictation, reviews reports, and oversees corrections.
- Communicates clear direction, manages for results and leads organizational change.
- Assigns responsibility, takes corrective action, demonstrates leadership and evaluates, develops and motivates employees.

**OPEN REQUIREMENTS/SUPPLEMENTAL INFORMATION:**

Licensed physicians and experienced practitioners of pathology who possess qualifications to take the examination or already possess the primary certification offered by the American Board of Pathology, American Osteopathic Board of Pathology, or equal qualification rendered by a non-United States medical specialty certifying agency.

**ONLINE APPLICATION REQUIRED.** Apply at [www.coj.net/jobs](http://www.coj.net/jobs). NEOGOV works best with Google Chrome, Firefox and Internet Explorer version 11 or higher browsers. Please try to apply using one of these browsers. You may have to cut and paste the link into the browser's search area. Be sure to add coj.net to your address book to ensure you receive email notifications. You may also check your application status at any time by logging into your account.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.coj.net/departments/employee-services.aspx>

Position #2018-02985  
DISTRICT CHIEF MEDICAL EXAMINER  
TM

117 West Duval Street, Suite 100  
Jacksonville, FL 32202  
(904) 630-1287

[Recruit@coj.net](mailto:Recruit@coj.net)

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### **District Chief Medical Examiner Supplemental Questionnaire**

- \* 1. Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Copying and pasting your resume or stating "see resume" does NOT fulfill the requirements of the question. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and certify that your responses can be verified from information included within the application?  
 Yes    No
  
- \* 2. Are you currently a practicing physician in pathology with a state of Florida medical license?  
 Yes  
 No
- 3. Do you possess a full and unrestricted Florida medical license?  
 Yes    No
  
- \* 4. Do you possess an Anatomical Pathology (AP) and/or Clinical Pathology (CP) certification?  
 Yes    No
  
- \* 5. Do you possess a Forensic Pathology (FP) certification?  
 Yes    No
  
- \* 6. If you answered "no" to questions #2 and #3, are you qualified to take the examination(s) to become Board certified from the American Board of Pathology, American Osteopathic Board of Pathology, or equal qualification rendered by a non-United States medical specialty certifying agency?  
 Yes    No
  
- \* Required Question