



# THE CITY OF JACKSONVILLE INVITES APPLICATIONS FOR THE POSITION OF — DISTRICT CHIEF — MEDICAL EXAMINER

The District Chief Medical Examiner 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

# DISTRICT CHIEF MEDICAL EXAMINER

**Salary:** \$210,000 - \$300,713.28 Annually

**Job Type:** Appointed Official

**Location:** Jacksonville, Florida

The District Chief Medical Examiner 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.