

**OFFICE OF CHIEF MEDICAL EXAMINER  
CITYWIDE JOB VACANCY NOTICE**

**Civil Service Title:** Deputy Director of Medicolegal Investigations  
**Title Code No:** 95497  
**Office Title:** Assistant Director of Forensic Investigations  
Primary Role: Tour Commander  
**Division/Work Unit:** OCME - Operations  
**Hours/Shift:** Thirty-five hours over a five-day period

**Level:** M-II  
**Salary:** \$60,435 - \$122,000

**Work Location:** 421 East 26<sup>th</sup> Street  
**Number of Positions:** 1

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**JOB DESCRIPTION**

The Office of Chief Medical Examiner investigates cases of persons who die within New York City from criminal violence, by accident, by suicide, suddenly when in apparent health, when unattended by a physician, in a correctional facility or in any suspicious or unusual manner or where an application is made pursuant to law for a permit to cremate a body of a person. We exist to provide answers in support of families, victims and community during times of profound need.

The core values of the OCME are to put the mission of the agency first, to be truly dedicated and to have integrity in every aspect of our professional life.

Under the oversight of the Director of Forensic Investigations and the direction of the Deputy Director of Forensic Investigations, the Assistant Director of Forensic Investigations is responsible for assisting with the supervision of city-wide Forensic Operations, and with multiple fatality incident operations planning in the functional role is known as Tour Commander (TC). The Assistant Director supervises the medicolegal investigators directly and performs all related supervisory tasks, evaluations, and training assignments. The Assistant Director should be a proactive, self-motivated individual who can work cooperatively across technical disciplines. The Assistant Director must have excellent human transaction skills that are necessary to work effectively with large number of technical teams to conduct medicolegal investigations, to create integrated plans and standard operating procedures. The Assistant Director will be responsible for a wide range of activities, including, but not limited to, the following:

- Ensure unity of effort/command for Agency operations
- Coordinate operations with the Administrator on Duty and other supervisory personnel
- Monitor and coordinate field deployment and operations, morgue services, body transportation, evidence handling and identification
- Manage and disseminate operational reports and assignments
- Manage and disseminate the child fatality report for the Chief Medical Examiner
- Address, manage and mitigate high-level issues with cases
- Interface with religious leaders regarding religious objection cases
- Interface with District Attorney Offices, NYC Police Department, and other external agencies
- Respond to death scenes and perform duties of MLIs in all five boroughs as needed
- Monitor and track vehicle usage and ensures compliance with OCME Fleet directives
- Maintain operational scheduling and coverage
- Supervise, evaluate and develop the forensic investigations teams and operations
- Supervise and help improve the systems, plans, policies, and procedures in the forensic investigations unit with attention to detail logistics and anticipates the potential system -wide impacts
- Investigate missing person inquiries submitted to the agency
- Assists families and Medical Examiners with the decedent identification process
- Translates office policies and directives into operating procedures and methods
- Implements standards of work performance through education and training
- Implements quality assurance and controls
- Provides technical and administrative support to Medical Examiners
- Other duties as assigned

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**QUALIFICATION REQUIREMENTS**

1. Five years of experience as a Medicolegal Investigator OR
2. A New York State license as a Physician Assistant with current Registration Certificate issued by New York State, plus two years of experience as a Physician Assistant and two years of experience as a Medicolegal Investigator; OR
3. A current Nurse Practitioner Registration Certificate issued by New York State, plus two year of experience as a Nurse Practitioner and two years of experience as a Medicolegal Investigator;

**LICENSE REQUIREMENTS**

The license and registration certificates listed above under qualification Requirements "2" or "3" if indicated must be maintained for the duration of this employment.

**Special Notes:**

1. Selected candidates will be required to provide a DNA sample by swabbing.
2. Selected candidate would be willing to seek the American Board of Medicolegal Investigations (ABMDI) Registry within 12 months of employment.
3. This position has been identified as "essential." During emergency events, "essential" positions may require 24-hour availability.

**NYC Residency is not required for this position.**

**To apply please submit resume' and cover letter to [nyc.gov/careers](http://nyc.gov/careers) Job ID#370512.**

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**PREFERRED SKILLS**

<b>POST DATE:</b> 11/28/2018	<b>POST UNTIL:</b> Until Filled	<b>JOB ID#:</b> 375012
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