



## OFFICE OF CHIEF MEDICAL EXAMINER

*We exist to provide answers in support of families, victims, and community during times of profound need.*

### CITYWIDE JOB VACANCY NOTICE

**Civil Service Title:** Deputy Director of Medicolegal  
**Office Title:** Assistant Director of Forensic Investigations  
**Division/Work Unit:** OCME Operations  
**Work Location:** 421 East 26<sup>th</sup> Street NY, NY 10016  
**Hours/Shift:** 35 hours / Monday - Friday

**Number of Positions:** 1  
**Title Code No:** 95497  
**Level:** M2  
**Salary:** \$122,000

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.

### JOB DESCRIPTION

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:

- Manage and disseminate operational reports and assignments Assist with the review of invoices and identify discrepancies.
- 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 assigned

### MINIMUM 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.

### ADDITIONAL INFORMATION

1. Selected candidates will be required to provide a DNA sample by swabbing. In case of an emergency, your position may be designated as essential staff.
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.
4. As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this

**Please note that only candidates selected for interview will be contacted for this position.**

**\*\*FINAL APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT & BUDGET APPROVAL \*\***

**POST DATE:** November 2021

**POST UNTIL:** January 2022

**JOB ID #** 505240

**The City is an Equal Opportunity Employer.**  
**The Official NYC Web Site: [www.nyc.gov](http://www.nyc.gov)**



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requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency

**NOTE:** New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for two continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

TO APPLY

To Apply: Please submit resume and cover letter to [nyc.gov/ocmecareers](https://nyc.gov/ocmecareers) Job ID#505240. Please note that only candidates selected for interview will be contacted for this position.

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