

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

Civil Service Title: Criminalist
Title Code No: 21849

Level: II
Salary: \$58,136 (Hiring Rate)
\$58,136 (Incumbent Rate)
Work Location: 421 East 26 Street, NYC
Number of Positions: 1

Office Title: Administrator on Duty
Division/Work Unit: Mortuary
Hours/Shift: Thirty-five hours over a seven day period; may work evenings and will work weekends

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 direction of the Deputy Director of Mortuary Services, oversees the activities of the mortuaries under the auspices of the Office of Chief Medical Examiner (OCME); performs related work. Typical tasks include the following:

- Visits mortuaries in the five (5) boroughs to monitor operations and resolve problems; when on site or from a central location contracts mortuary directors or other appropriate staff concerning problems requiring immediate resolution.
- Resolves issues related to the recovery, and transport of decedents, as well as case check-in /case check out, problems or issues with CMS; works with funeral directors on release of decedents to their care; works with Medicolegal Investigation staff to coordinate death scene investigations and with recovery of decedents.
- Oversees the work of mortuary staff, motor vehicle operators, and auxiliary staff; holds staff meetings as needed to discuss mortuary issues and procedures; evaluates staff performance; recommends disciplinary actions as needed.
- Monitors transportation functions and staff, including rerouting of vehicles and staff by adjusting schedules and assignments as situations arise; arranges for emergency road services for vehicles that breakdown during off hours; arranges for towing by contracted vendor; assists in the coordination of city burial transportation.
- Works with the Medical Investigator in-charge or Tour Commander to resolve assignment or case related issues city-wide, ensuring smooth and effective operations.
- Prepares reports and keeps records.
- Operates a motor vehicle.
- Performs other duties as required.

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college, with specialization in criminalistics, forensic science, chemistry, biology, physics, molecular genetics, genetics, biochemistry, molecular biology, entomology, ecology or a closely related scientific or engineering field.
2. In addition to "1" above, all candidates must have one of the following:
 - a) One year of experience gained as a Criminalist at Assignment Level I-B; **OR**
 - b) One additional year of qualifying experience in criminalistics or forensic science, for a total of two years of such experience; **OR**
 - c) A satisfactory combination of education and experience totaling two years of experience as described above.

SPECIAL NOTE

1. If you were educated in a foreign school you must submit an evaluation of your foreign education from an approved organization with your resume.
2. Selected candidates will be required to provide a DNA sample by swabbing.
3. **This position has been identified as "essential." During emergency events, "essential" positions may require 24-hour availability.**

PREFERRED SKILLS

Successful candidates should possess the following: four (4) year degree in Forensic Anthropology; four (4) years of full-time satisfactory experience performing mortuary work in a hospital or mortuary; three years of this experience must have been in a supervisory capacity. Demonstrated skills in Microsoft Outlook and Word processing and spreadsheet applications; must be highly organized and possess excellent oral communication and interpersonal skills.

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:

<https://a127-jobs.nyc.gov>

POST DATE: 05/05/15	POST UNTIL: Until Filled	Job Opening # 192499
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