



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

SALARY: \$230,000.00 - \$270,000.00 Annually

OPENING DATE: 01/04/23

CLOSING DATE: Continuous

JOB DESCRIPTION:

Are you looking for a position with a work/life balance? Do you want to earn four weeks off during your first year of employment? Do you want low and no cost health insurance options? If you answered yes to any of these questions, you need to complete your application now. Work for the city you love!!!

The City of Jacksonville Medical Examiner's office is actively seeking an Associate Medical Examiner.

Did you know that as a City of Jacksonville employee, you would also have 11 paid holidays and a personal leave day as well? In addition, to health insurance, dental, vision, life insurance and flexible spending plans are also available. City of Jacksonville employees are also eligible for Federal Student Loan Forgiveness after 10 years of public service and on-time payments. **In addition, Associate Medical Examiners may work remotely when not scheduled to perform autopsies and are provided financial coverage for one Professional Association Membership and one conference annually.**

The position reports directly to the District Chief Medical Examiner and provides medico legal interpretations, performs autopsies, testifies in court, and generates death certificates.

EXAMPLES OF WORK:

- Performs autopsies and physical examinations to determine the cause and manner of death. Interprets histological, toxicological, chemical, hematological and microbiological laboratory results.
- Maintains Medical Examiner records and follows policies/procedures for the documentation of the chain of custody of decedent personal effects, evidence and human remains.
- Performs and formulates on-call and death scene investigation/triage decisions.
- Testifies in deposition and in court as an expert witness, effectively presenting and communicating findings in a logical manner.
- Appropriately responds to and addresses questions posed by judges, attorneys, family members, and members of the media or public.
- Generates death certificates.
- Reviews, approves, and records cremation requests.
- Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

OPEN REQUIREMENTS/SUPPLEMENTAL INFORMATION:

Graduation from an approved school of medicine, completion of an accredited anatomic or anatomic/clinical pathology residency and the completion of an accredited forensic fellowship program is required. Board certification in anatomic or anatomic/clinical pathology and board eligibility in forensic pathology is required. Forensic board certification must be completed within two years of appointment. Possession of a current license to practice in the State of Florida is required.

A FULLY COMPLETED ONLINE APPLICATION IS REQUIRED. Apply at www.coj.net. Work history is required for all employment/volunteer work in which qualifications are being based. When meeting/basing qualifications on education, a copy of your college transcript, with your social blacked out, is required with your application. Transcripts do not need to be official, but must state your name, the school's name, classes taken, grades received, type of degree, and date degree was conferred.

The application system works best with Google Chrome or Edge with Chromium web browsers. Please try to apply using one of these browsers. Be sure to add [coj.net](http://www.coj.net) to your safe senders list to ensure you receive email notifications. You may also track the status of your application and see notifications by logging into your account.

Certain servicemembers and veterans, and the spouses and the family members of such service members and veterans, receive preference and priority, and certain servicemembers may be eligible to receive waivers for postsecondary educational requirements, in employment and are encouraged to apply for positions being filled.

If claiming veteran's preference, you must attach a DD-214 (Member Form-4 copy) or military discharge papers, or equivalent certification from the Department of Veterans Affairs listing military status, dates of service and character of discharge. You must also attach the Veterans Preference Certification Form and if applicable, the additional forms as noted here:
<http://www.coj.net/departments/employee-services/veterans-preference>

If a candidate believes he or she was not afforded veteran's preference, he or she may file a written complaint, within 60 calendar days upon receipt of notification of the hiring decision, requesting an investigation to:

Florida Department of Veterans Affairs
Attention: Veterans' Preference Coordinator
11351 Ulmerton Road, Suite 311-K
Largo, FL 33778-1630
Email: VeteransPreference@fdva.state.fl.us

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

Position #2023-05182
ASSOCIATE MEDICAL EXAMINER
CC

117 W. Duval St.
Suite 150
Jacksonville, FL 32202

recruit@coj.net

Associate 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 authorized to work in the United States without sponsorship from the City of Jacksonville either now or in the future?
 Yes
 No

- * 3. The budgeted annual salary range for this position is \$230,000.00-\$270,000.00. This is not negotiable. If selected, would you be willing to accept this position in this pay range?
 Yes
 No

- * 4. Have you graduated from an approved school of medicine?
 Yes
 No

- * 5. Have you completed an accredited anatomic or anatomic/clinical pathology residency and the completion of an accredited forensic fellowship program?
 Yes
 No

- * 6. Do you have a board certification in anatomic or anatomic/clinical pathology and board eligibility in forensic pathology?
 Yes
 No

- * 7. Do you understand that a Forensic board certification must be completed within two years of appointment?
 Yes
 No

- * 8. Are you in possession of a current license to practice in the State of Florida?
 Yes
 No

- * 9. If you have a degree, indicate which degree you have and include any major/minor. If basing qualifications on education, a copy of your college transcript is required with your application.

- * 10. If you are requesting veterans preference, you MUST download the appropriate state of Florida form (even if you don't live in Florida) and attach it to your application. FAILURE TO DO SO WILL DELAY YOUR VETERANS PREFERENCE STATUS. Please download the forms at <http://www.coj.net/departments/employee-services/veterans-preference>
 Yes, I am claiming veterans preference and I understand that I MUST download the appropriate form and attach it to my application.
 No, I am not claiming veterans preference and this does not apply to me.

* Required Question