THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DPS12120395** DATE POSTED: 12/24/20

POSITION NO: 244617 CLOSING DATE: 02/01/21

POSITION TITLE: **Medical Examiner**

DEPARTMENT NAME / WORKSITE: NDPS / Criminal Investigations Section / Shiprock, New Mexico

WORK DAYS: Monday-Friday REGULAR FULL TIME: ☑ GRADE/STEP: BK74A

WORK HOURS: 8:00am-5:00pm PART TIME: ☐ NO. OF HRS./WK.: $ 118,389.60 PER ANNUM

SENSITIVE ☑ SEASONAL: ☐ DURATION : $ 56.70 PER HOUR

NON-SENSITIVE ☐ TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Performs Navajo Department of Medical Examiners departmental head managerial oversight. Under general oversight from the Director of Public Safety, while working in conjunction with other Navajo Division of Public Safety department heads, conducts administrative and management duties of considerable difficulty regarding the investigation of all death cases on the Navajo Nation to determine a scientific cause and manner of death with a focus on epidemiology. Develops vision, goals, and objectives for the department through planning, coordinating and directing the activities of the Navajo Department of Medical Examiners; evaluates program activities to ensure contract and legal compliance. Develops budgets and future cost projections while maintaining fiscal responsibility and accountability. Develops and approves departmental policies and procedures utilizing all appropriate Navajo Nation, State, and Federal laws and guidelines. Handles hiring, firing, and disciplinary oversight to ensure all applicable standards are maintained.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Doctor of Medicine (MD) or Doctor of Osteopathic Medicine (DO); and eight (8) years of practice in the field of death investigaiton experience.

Special Requirements:

- A favorable background investigation.
- Possess a vaild state driver's license.
- Certification in anatomical and clinical pathology by the American Board of Pathology.
- Association with the National Association of Medical Examiners and American Academy of Forensic Science.
- Must never have been convicted of a felony or domestic violence or any sustained record of dishonesty or untruthfulness and must not have been convicted of a misdemeanor within the past five (5) years.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Working knowledge of applicable Federal, State, Local and Navajo Nation laws and statutes governing forensic services and certification of death.
Considerable knowledge of microscopy, toxicology and investigative techniques as they relate to forensic medicine.
Thorough knowledge of investigative procedures for determining causes and manner of death, as well as modern forensic pathology methods and techniques.
Thorough knowledge of the principles, practices, instruments, and methods used in the collection and processing of postmortem evidence.
Thorough knowledge of the overall operation of a Medical Examiner's Office.
Knowledge of forensic and anatomic pathology (e.g., causes and manner of death and their manifestations with regard to the body, scene and history.)
Knowledge of investigative techniques, principles and practices used in the research of cause and manner of death.
Knowledge of Health Insurance Portability and Accountability Act (HIPAA).
Demonstrated ability to improve operational efficiency while maintaining investigative integrity, to integrate new technology and systems and plan for their continual refinement.
Exceptional analytical and research skills.
Ability to effectively perform management activities, including goal setting, budget management, human resource management, strategic planning, and the formulation and implementation of policies/procedures. Ability to create and lead teams, organize and prioritize the work of others, and build collaborative relationships. Ability to lead and manage a complex, fast-paced Medical Examiner's Office and consistently demonstrate the highest of ethical and professional standards.
Ability to establish and maintain effective working relationships with public agencies and the general public.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.