

**OPEN ONLY EMPLOYEES WHO ARE CURRENTLY SERVING AS PERMANENT CLERICAL ASSOCIATES.**

**OFFICE OF CHIEF MEDICAL EXAMINER**

**Civil Service Title:** Clerical Associate  
**Title Code No:** 10251  
**Office Title:** Communications Specialist  
**Division/Work Unit:** Communications  
**Hours/Shift:** May be assigned to any shift, and will include weekends and holidays

**Level:** IB  
**Salary:** \$30,899  
**Work Location:** 421 E. 26<sup>th</sup> Street  
**Number of Positions:** 1

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**JOB DESCRIPTION**

The Office of Chief Medical Examiner seeks a candidate who will possess minimally the technical skills listed and also the potential to exemplify this agency's core values of "Integrity, Dedication and putting the Agency First." Reporting directly to the Communications Lead Supervisor and with latitude for independent initiative and judgment, the Communications Specialist will facilitate communication between OCME Forensic Operations personnel and relevant stakeholders reporting deaths to the OCME.

Typical tasks include but are not limited to the following:

- Answers telephones and obtains vital information from law enforcement agencies, various medical facilities, funeral homes hospital nursing homes and the public.
- Accurately enters data into OCME's "Case Intake" computerized data-base system.
- Notifies Medicolegal Investigators of their assigned cases and all pertinent information necessary to investigate that case
- Provides all pertinent information necessary to the Medical Examiner Transport Team to recover assigned cases.
- Provides all pertinent information necessary to agency staff to support high profile and / or emergency operations.
- Other duties as assigned

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**QUALIFICATION REQUIREMENTS**

A four-year high school diploma or its educational equivalent and one year of satisfactory clerical experience.

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 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.

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**SKILLS REQUIREMENT**

Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute.

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**PREFERRED SKILLS**

Strong computer skills including Word and Excel.  
Must be highly organized and possess excellent oral communication and interpersonal skills.

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**\*\*\*SPECIAL NOTE\*\*\***

Selected candidates will be required to provide a DNA sample by swabbing.

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**CITY EMPLOYEES WHO ARE INTERESTED IN THIS POSITION, PLEASE LOG INTO YOUR EMPLOYEE SELF SERVICE (ESS).**

<b>POST DATE:</b> October 2014	<b>POST UNTIL:</b> Until Filled	<b>Job Opening ID #170698</b>
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