



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 3238

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**ADMINISTRATOR, FORENSIC EXAMINER'S OFFICE**

GRADE N

**SCOPE OF WORK:**

Provide administrative direction to the Forensic Medical Examiner's (M.E.) office and assist the M.E. in investigating deaths, preparing reports, and in the examination of crime victims and cases referred to the M.E.

**DUTIES PERFORMED:**

- Develop and administer the budget for the M.E. office.
- Act as liaison to law enforcement agencies, hospital personnel, physicians, coroners, and other people and agencies involved with the M.E.'s office.
- Insure all safety and health procedures and protocols are maintained.
- Propose and assist in developing death investigation guidelines.
- Assist the M.E. in the investigation of deaths and in the examination of bodies.
- Coordinate the duties of full and part-time personnel.
- Supervise personnel assigned to the M.E.'s office.

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| <p>NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.</p> |
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**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree emphasizing forensic and/or biological science, criminal justice, or business management, and five years of administrative and investigative work in a medical examiner's office. This must include one year of supervisory experience.

Eff. Date: 07/97

Rev: 07/12 – Conversion to Hay System