

Appointments are subject to Office of Management and Budget (OMB) approval

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

Civil Service Title: Assistant Director of Toxicology (Technical Operations) **Level:** M - IV
Title Code No: 95499 **Salary:** \$68,238 to \$125,000
Office Title: Assistant Director of Toxicology **Work Location:** 520 First Avenue, NYC
Division/Work Unit: Forensic Toxicology Laboratory **Number of Positions:** 1
Hours/Shift: Thirty-five hours over a seven day period

JOB DESCRIPTION

Under the general direction of the Director of the Forensic Toxicology Laboratory the selected candidate will be responsible for performing professional and complex work in analyzing biological tissues and fluids as related to medico-legal investigations. Duties will include but are not limited to:

- Supervise a group of analysts involved in performing toxicological analyses of biological specimens and evidentiary materials in connection to medico-legal investigations of deaths in New York City.
- Schedule and conduct training of analysts in new methods and techniques regarding development, implementation and validation of laboratory methods and procedures for improving forensic toxicology analyses.
- Conducts advance research regarding new methods, procedures and techniques of laboratory analysis and scientific medico-legal investigation.
- Identify and justify the selection of new laboratory instrumentation, supplies, policies, standards and new laboratory procedures and techniques.
- Oversee the operation and maintenance, including trouble-shooting of all laboratory instrumentation.
- Review subordinate analytical results and reports; implement and maintain the quality control program within the laboratory.
- Act as a liaison with agency and governmental agencies, investigators and outside representatives regarding laboratory results and reports.
- Serve as an expert and testify in court in the field of Forensic Toxicology.
- Monitor technical developments and trend in the forensic toxicology field.
- Other duties as assigned.

QUALIFICATION REQUIREMENTS

1. A doctorate degree from an accredited college in forensic toxicology, toxicology, pharmacology or analytical chemistry, plus three years of satisfactory, responsible, full-time supervisory experience in a forensic toxicology laboratory; or
2. Education and/or experience equivalent to "1" above. However, all candidates must possess a minimum of a baccalaureate degree from an accredited college with a major as specified in "1" above, and for those without a doctorate as described above in "1" must be certified, or eligible to be certified, by the American Board of Forensic Toxicology, Inc.

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

PREFERRED SKILLS

1. Experience in an accredited forensic toxicology laboratory.
2. Certification by the American Board of Forensic Toxicology.
3. Baccalaureate/Master's of Science degree from an accredited college with specialization in toxicology, analytical chemistry or pharmacology.

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:

Recruiter 1
Human Resources
The Office of Chief Medical Examiner
421 East 26th Street – Mailbox #10-64
New York, NY 10016

Resumes may be emailed in a WORD format to Recruiter1@ocme.nyc.gov. Title/Level & Job Vacancy number must be indicated in the subject line.

NO PHONE CALLS

POST DATE: June 28, 2011	POST UNTIL: July 12, 2011	JVN: 816 / 11 / CME / 053 (Agency Code/ Fiscal Year/Number)
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