



Asa Hutchinson
Governor

ARKANSAS STATE CRIME LABORATORY

Law Enforcement Leaders



Kermit B. Channell, II
Executive Director

CLASS SPECIFICATION

CLASS TITLE: Crime Lab Associate Medical Examiner

Class Code: L004N

CLASS SUMMARY

The Crime Lab Associate Medical Examiner is responsible conducting forensic examinations for the State of Arkansas. The Arkansas State Medical Examiner's Office is a component part of and is housed within the Arkansas State Crime Laboratory. It is a referral office and laboratory whereby the officials of the 75 counties—as well as the Arkansas State Police and other judicial and legal officers—submit cases of sudden and unexpected deaths due to trauma and natural disease, including categories such as self-destructive acts, industrial accidents, motor vehicle accidents, and any case where potential criminal activity including homicide may be suspected or presumed. This position is governed by state and federal laws and agency/institution policy.

TYPICAL FUNCTIONS

The Associate Medical Examiner reports directly to the Chief Medical Examiner and has the following duties and responsibilities:

- Perform primary functions of a forensic pathologist in accordance with NAME Guidelines to determine manner and cause of death in medical examiner cases.
- Perform approximately 250 autopsies per year
- Completing death certificates
- Maintains all required licenses and accreditations consistent with the industry standards.
- Maintains individual continuing medical education and assures compliance with licensing and certification requirements.
- Assists in the training of new forensic pathologists, residents and assists with the educational programs with participating agencies.
- Works closely with consultants when needed for forensic pathology services such as odontology, toxicology, histology, etc.
- Provides expert testimony in criminal and civil court as requested.
- Must be able to provide reports and data in a comprehensive format.

KNOWLEDGES, ABILITIES, AND SKILLS

- Knowledge of the rules and regulations affecting the operation of the Medical Examiner's office.
- Knowledge of agency policies and procedures.
- Knowledge of professional standards in forensic pathology.
- Knowledge of the principles and practices of employee development sufficient to ensure organizational productivity.
- Skills in exercising a high degree of initiative, judgment, discretion and decision making to achieve organizational goals.

#3 Natural Resources Drive • P.O. Box 8500 • Little Rock, Arkansas 72215

Fax: (501) 227-0713

Phone: (501) 227-5747

Laboratory Services

Fax: (501) 221-1653

Phone: (501) 227-5936

Medical Examiner

- Skill in establishing and maintaining effective working relationships with employees.

MINIMUM QUALIFICATIONS

The formal education equivalent of medical degree approved by the Council on Medical Education of the American Medical Association and successful completion of the internship or resident postgraduate requirements;

CERTIFICATES, LICENSES, REGISTRATIONS

- Must be licensed as a Physician by the State Medical Board in accordance with ACA 17-95-401 and 403.
- Must be board certified, or eligible for board certification, as recognized by the American Board of Pathology, in Forensic Pathology.
- Must be a United States citizen.
- Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

SALARY RANGE

\$156,804.00 - \$241,478.00

CONTACT INFORMATION

Phone: (501) 683-6121

Email: Charles.kokes@crimelab.arkansas.gov

WWW.crimelab.arkansas.gov