



Jami Cook  
SECRETARY

# ARKANSAS STATE CRIME LABORATORY

**LITTLE ROCK**  
#3 Natural Resources Drive  
Little Rock AR 72205  
(501) 227-5747

**LOWELL**  
1120 West Monroe Avenue  
Lowell AR 72745  
(479) 365-8717

**HOPE**  
2500 South Main Street  
Hope AR 71802  
(870) 722-8530

Governor Asa Hutchinson  
STATE OF ARKANSAS



Kermit B. Channell II  
DIRECTOR

## CLASS SPECIFICATION

**CLASS TITLE:** Crime Lab Chief Medical Examiner

**CLASS CODE:** L001N

**CLASS SUMMARY** The Crime Lab Chief Medical Examiner is responsible conducting forensic examinations for the State of Arkansas as well as the supervising associate forensic pathologists. The Arkansas State Medical Examiner’s Office is a section of 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.

## JOB FUNCTIONS

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

- Supervising associate pathologists and directing the overall operations of the Medical Examiner Section of the Arkansas State Crime Laboratory
- 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 200 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.
- 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, 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.

## **STUDENT LOAN REIMBURSEMENT PROGRAM**

The Arkansas State Crime Laboratory offers a student loan reimbursement program which allows Forensic Pathologists to receive \$25,000.00 per twenty-four months of employment for a maximum of \$100,000.00.

## **SALARY**

\$270,455.00 Salary is negotiable based on experience

## **CONTACT INFORMATION**

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