SOMRS Recruitment Template

Classification Title: Medical Examiner
Job Code Number: 291438
Hiring Manager: Willy Kemp
Division: FSD
Bureau:
Section: Medical Examiner
Primary Location: Billings
If multiple locations, please list all.
Job Field: Science
Panel Members: Travis Spinder, Willy Kemp, Rob Kurtzman, Aldo Fusaro, Sunil Prashar,
List those that will need access to view the applications in SOMRS.
Position Number: 41108045
Number of Openings: 1
Working Title: Deputy Medical Examiner
This title will show on the posting. It can be different than the classification title.
Recruitment Reason: Replacement
Open to: External
Union: Non Union (000)
Required Application Materials:
Resume and cover letter are required for all positions.
If you would like to request additional application materials, please work with your HR Generalist. Once approved, list items here:
Click here to enter text.
Employee Status: Regular
Schedule: Full-Time
Shift: Day Job
Travel: Yes, 10% of the time
Education Level: Doctorate Degree
VEBA: Yes
Training Assignment: No
Pay Basis: Hourly
Pay Range: $102.51
Overtime Status: Exempt
Mission:

Every day at the Montana Department of Justice, our employees are dedicated to ensuring the well-being and rights of the people of our great state. At the Department of Justice we do the right thing for the right reason. If you’re looking for an opportunity to be part of a team that builds a culture of character and excellence, demonstrates collaboration and selfless public service, and upholds the law and pursues public safety, the Department of Justice may just be the career for you.

Division Overview:

At the Forensic Science Division (FSD), law enforcement agencies from across the great state of Montana send crime scene evidence of all varieties to our internationally accredited Montana State Crime Lab. Our Mission is to provide accurate, objective and timely forensic analysis in support of the Montana criminal justice community. We have over 35 forensic analysts who do amazing work, such as identifying powders or pills, pin-point quantities of various drugs in a person’s body, extract DNA from a blood stain, match fired bullets to guns, and find fingerprints on ATM machines, to name a few. The Crime Lab is also home to the State Medical Examiner’s office, where over 625 autopsies a year are performed in Missoula and Billings to determine cause and manner of death in unattended or suspicious circumstances. The Montana State Crime Lab proudly serves the criminal justice community and the people of Montana.

Job Overview:

The Deputy Medical Examiner is responsible for performing approximately 180 postmortem examinations per year to determine cause and manner of death, collect evidence, and interpret findings. The Deputy Medical Examiner assists the State Medical Examiner and county coroners in the development and maintenance of an effective statewide death investigation system. In addition, this position assists with the any accreditation standards that may be in place. The Deputy Medical Examiner is part of the Medical Examiner team, and as such uses their best efforts to contribute to advances and maintenance of death investigation practices in Montana and with the State Medical Examiner. This position is supervised by and reports in coordination to the State Medical Examiner and the State Crime Lab Administrator.

Supplemental salary may be available when performing autopsies at other Office location or for local hospitals through the Medical Examiner System.

Minimum Qualifications:

- A medical degree from an accredited school, a license to practice medicine in Montana.
- Acquire board certification in Anatomic and Forensic Pathology within two years of hire and is expected to maintain that certification.
• Additional certification or training in a relevant sub-specialty of pathology such as neuropathology, pediatric pathology, cardiac pathology, etc. is desirable, but not necessary.
• Other combinations of education and experience will be considered on a case by case basis.

Knowledge and Abilities:
Knowledge
Knowledge of forensic pathology and its associated practices, including: laboratory safety practices including the handling of hazardous chemicals and potentially infectious biological samples; evidence handling and the chain of custody procedures of biological and physical evidence; microscopic techniques.

Abilities
Ability to manage time effectively and be self-motivated; to establish and maintain effective working relationships with employees, other agencies and the public; to follow written and oral instructions; to communicate effectively both verbally and in writing; to organize case workload on a daily basis; to coordinate responsibilities with colleagues and co-workers; to adapt to changing time schedules and working conditions and deal with the associated stress of heavy workloads and varying priorities; to supervise the work of assistants.

Ability to clearly explain highly technical information and procedures to individuals not familiar with forensic pathology; to work cooperatively and productively with little technical supervision; to effectively testify in a courtroom regarding the practice of forensic pathology and the results of postmortem examinations. Must be able to operate a motor vehicle in all weather conditions. Must be able to lift up to 50 pounds. Must be able to use medical pathology diagnostic tools, instruments & equipment.

Physical and Environmental Demands:
• The incumbent may be exposed to infectious organisms and diseases during work.
• The position requires rotating 24 hour on-call responsibility.
• On-call availability for consultation including evenings, weekends and holidays.
• Creates and maintains a safe/secure working environment by adhering to DOJ safety, security and health requirements. Integrates injury, illness, and loss prevention into job activities by attending any necessary training and implementing best practices.
• Travel up to 10%. Travel may be required in all types of weather and road conditions.

Special Instructions:
The selection procedures to be used in evaluating the applicant's qualification may include, but are not limited to, an evaluation of the résumé and cover letter, a structured interview, performance test, academic transcripts, reference/background checks and fingerprint checks.

Additional materials, references or information submitted by the applicant, but not requested, will not be considered.

Successful applicant(s) will be subject to:

- Intensive Background Check

**Posting Dates:**
Postings will automatically be removed from the State of Montana Careers website at 11:59pm on the closing date. Please either include the specific dates of the posting, the number of working days the position needs to be posted, or if it is open until filled. There is a minimum of 5 working days.
30 days

**Additional Posting Sites:**
All positions are posted on the State of Montana Careers website. If you have any additional websites you would like your position posted on please include them below.

**ACE Questions:** If you are interested in using ACE questions, please work with your HR Generalist
ACE questions are designed to measure a candidate’s abilities, competencies, and experience. For more information please review the ACE Questions Job Aid. Here is a list of some current ACE Questions available in SOMRS.

Have you reserved a location for interviews and scheduled time on each panel member’s calendar for interviews? ☐No ☒Yes  If you have marked yes, when are the interviews and where will they be located?

Will this position require an intensive background check? ☐No ☒Yes
It is important that time is reserved as soon as possible to ensure an efficient and smooth recruitment process.

**Additional Recruitment Steps:**
Use this section to list any additional recruitment steps beyond minimum qualification screening and interviews. For example, additional testing.
Click here to enter text.