

**JOB ANNOUNCEMENT**  
**State Forensic Examiner**  
**North Dakota Department of Health**

**Salary:** \$210,000-\$250,000/year DOE    **Closing Date:** April 15, 2019  
**Location:** Bismarck, ND    **Status:** Full-time/Regular  
**Position Number:** 301-1649    **Type of Recruitment:** Internal/External  
**Date of Issue:** February 15, 2019    **Division:** Office of Forensic Examiner

The North Dakota Department of Health is seeking a forensic pathologist to fill the position of State Forensic Examiner in Bismarck, North Dakota. As the State Forensic Examiner, you will be in charge of a state-wide system. The State Forensic Examiner provides medical examiner services to county coroners and to local, state and federal law enforcement officials in death investigation in North Dakota. While in control of the state-wide medical examiner/coroner system, your workload in the Bismarck facility will be ameliorated by assistance from the Department of Pathology at the University Of North Dakota (UND), whose facility is located in Grand Forks and who handle the eastern half of the state. The Bismarck Office handles approximately 200-250 autopsy cases per year. North Dakota has a low crime rate, which in turn, offers more opportunity to support the public health aspect of death investigations. Court appearances in both state and federal court are about 5 – 10 per year. About half of these are out-of-town appearances. The state forensic examiner staff includes a forensic administrator, a medicolegal death investigator, and five autopsy assistants. As an employee of the State of North Dakota you will have a robust benefit package which includes a fully paid family health insurance plan, retirement, life insurance, dental and vision insurance, paid training and licensing, infant-to-work program, wellness opportunities, career development, a generous amount of vacation and paid holidays, flexible scheduling. Generally, this position does not work weekends or holidays.

The office is located in Bismarck, North Dakota. Bismarck is a vibrant community with excellent quality of life, excellent schools with high graduation rates and a wide-array of opportunities to those looking to our state as their potential home. In North Dakota, you will enjoy all four seasons with fun ways to explore the outdoors. Friendly and welcoming people make North Dakota a great place to live, work, learn and play!

**Duties include:**

- Perform medicolegal autopsies and examinations
- Document autopsy and examination findings and certify cause and manner of death
- Consult with and advise attorneys, physicians, law enforcement and county coroners.
- Provide expert testimony in legal proceedings
- Provide statewide education to law enforcement officers, county coroners and other agencies involved in death investigations.
- Manage division activities and supervise staff
- Participate in the Department of Health management team and be responsible for administrative duties as assigned, such as serving on the North Dakota Child Fatality, and Domestic Violence Fatality Review Panels.
- Assist in reviewing and drafting statewide legislation appropriate for death investigation.

**MINIMUM QUALIFICATIONS:**

Certification from American Board of Pathology in anatomic pathology and certification or eligibility for certification in forensic pathology is required. Must be eligible for medical licensure in North Dakota.

**Application Procedures/Comments:**

All applications for open Department of Health positions can be made via the Careers site: (<http://www.nd.gov/omb/jobs>) or by emailing the requested information to Stacy Hoffman at [stacyhoffman@nd.gov](mailto:stacyhoffman@nd.gov).

Application materials must be received by 11:59 PM on the posted closing date. All potential applicants must attach and/or upload the following documents in a .pdf, .docx, or .doc format:

- Resume

- Cover letter that includes a brief description of the applicant's background/qualifications.
- Two letters of recommendation

Applicants who are residents of North Dakota and eligible to claim veteran's preference must include Form DD214. Claims for disabled veteran's preference must include a current statement of disabled status from the Veterans' Affairs Office.

Please fill in all requested information, such as dates of employment, hours worked per week, credits earned, etc.

For more information, about the position contact: Kirby Kruger, Medical Services Section Chief, at 701.328.4549. For assistance in the application or interview process, contact Stacy Hoffman, Human Resource Officer, at 701.328.3321 or TTY 1.800.366.6888.

Applicants must be legally authorized to work in the United States. Sponsorships will be considered.

As an employer, the State of North Dakota prohibits smoking in all places of state employment in accordance with N.D.C.C. § 23-12-10

**An Equal Opportunity Employer**