

## CRIME LAB ASSOC MEDICAL EXAMINER (L004N)

Role: CRIME LAB ASSOC MEDICAL EXAMINER (L004N)

### Position Information

Class Code: L004N

Grade: MP09

FLSA Status: EXEMPT

Salary Range: \$156,804.00 - \$241,478.00

### Summary

The Crime Lab Associate Medical Examiner is responsible for directing, planning, and coordinating the administrative and personnel activities of the forensic laboratory and clerical divisions of the Arkansas State Crime Lab Medical Examiners office. This position is governed by state and federal laws and agency/institution policy.

### Functions

Supervises a medium to large staff by interviewing, recommending for hire, training, assigning and reviewing work, and evaluating the performance of incumbents. Develops and recommends new and revised statutes, policies, and procedures to respond to changes in operational needs, objectives and priorities, and to improve the effectiveness of division operations. Represents the agency during presentations and hearings; maintains successful relations with law enforcement agencies, prosecutors, and coroners; develops policy responses, provides detailed analyses and presentations for the highest levels of state government and the public, including the media. Monitors, maintains, and updates records and databases to ensure compliance with state and federal regulations. Develops annual operating and biennial budgets; works directly with the DFA Office of Budget to gain its approval of the divisions' budgets for recommendation to the governor; testifies before the legislature regarding budget information and responds to financial inquiries from the Capitol on an ongoing basis, especially during legislative sessions. Performs other duties as assigned.

### Dimensions

None

### Knowledge, Skills and Abilities

Knowledge of state budgetary, human resources, and purchasing procedures. Knowledge of the principles and practices of forensic analysis, forensic analytical methods, and techniques. Knowledge of laws, regulations, and agency policies governing forensic activities. Knowledge of laboratory equipment used to perform forensic analysis. Ability to plan and organize forensic analysis. Ability to write descriptive results of analysis and appear as an expert witness in court. Ability to plan, organize, and oversee the work of subordinates. Ability to conduct

research and establish new analytical procedures. Ability to perform complex and difficult analysis of a wide range of factors to determine the appropriate analytical techniques.



### 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; plus six years of progressively more responsible experience in a chemical or forensic laboratory; plus three years in a professional managerial or supervisory capacity.



### Licenses

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.



### Competencies



### Last Updated

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