



**GEORGIA BUREAU OF INVESTIGATION  
JOB VACANCY NOTIFICATION #14-009**

**POSTED:** October 2, 2013

**DEADLINE DATE:** Open until Filled

**JOB CODE:** A2297

**JOB TITLE:** **Associate Medical Examiner (Forensic Pathologist)**

**POSITION NUMBER:** 00170536

**LOCATION:** Division of Forensic Sciences  
Eastern Regional Medical Examiner's Office  
Augusta, Georgia

OR

Division of Forensic Sciences  
Headquarters Medical Examiner's Office  
Decatur, Georgia

**Assigned location is contingent upon the selected candidate.**

**SALARY:** \$139,230.00/yr. – \$162,792.00/yr.  
Salary commensurate with training and experience

The State Medical Examiner's Office, within the Division of Forensic Sciences, Georgia Bureau of Investigation (GBI) is seeking qualified applicants to fill an Associate Medical Examiner position at the Eastern Regional (Augusta) or Headquarters (Decatur) Medical Examiner's Office. The successful applicant will join a system that encompasses two other regional medical examiner offices located in Savannah and Macon, Georgia. Collectively, these four offices provide complete forensic pathology services to 153 of the 159 counties in Georgia.

The State Medical Examiner's Office has a total of 14 medical examiners throughout the state, including a board certified pediatric pathologist staffed at headquarters. The headquarters office also operates the Child Abuse Investigative Resource Center, which provides consultative services to law enforcement, district attorneys, the Division of Family and Children's Services, and other agencies, where inflicted injury is suspected in living children. The average caseload per pathologist is between 250-300 cases per year.

The Eastern Regional Medical Examiner's Office handles approximately 300 autopsy cases per year. The medical examiner's staff at this facility currently consists of one (1) associate medical examiner, two (2) death investigation specialists.

Nestled along the banks of the mighty Savannah River, Augusta, Georgia's second largest city, offers its visitors and nearly half-a-million residents traditional Southern charm plus the perks of big city life—arts, culture, shopping, education opportunities, fine cuisine, state-of-the-art healthcare, sports and a slew of recreational pursuits. Here you can literally soak up the best of all worlds. Learn more at <http://www.augustachamber.net/>

The headquarters facility handles approximately 3000 autopsy cases per year, including about 400 to 450 homicides. The headquarters medical examiner's staff currently consists of one (1) chief medical examiner, two (2) deputy chief medical examiners, (6) associate medical examiners, (16) sixteen death investigation specialists, one (1) photographer, and four (4) office support staff. The average caseload per pathologist is between 250-300 cases per year.

Decatur, Georgia is located within the Atlanta metropolitan area, a premier destination for business professionals and their families. The metro Atlanta region is home to more than 5.3 million people and nearly 150,000 businesses, a world-class airport, multiple parks and green space, competitive schools and numerous amenities for entertainment, sports and restaurants that all offer a top-tier quality of life. From its diverse economy, global access, abundant talent and low costs of business and lifestyle, metro Atlanta is a great place to call "home." Residents have easy access to arts, culture, sports and nightlife, and can experience all four seasons, with mild winters that rarely require a snow shovel. Learn more at <http://www.metroatlantachamber.com>.

The GBI Medical Examiner's Office is accredited by the National Association of Medical Examiners. To learn more about the GBI Medical Examiner's Office visit <http://gbi.georgia.gov/medical-examiners-office>.

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#### **DUTIES AND RESPONSIBILITIES**

Under minimal supervision, the Associate Medical Examiner performs medico legal autopsies under the provisions of the Georgia Death Investigation Act; generates examination reports for dissemination in a timely and efficient manner; provides expert courtroom and deposition testimony in judicial proceedings; occasionally attends death scenes if necessary; and consults with law enforcement agencies and attorneys who work within the criminal system. The Associate Medical Examiner position (located in Augusta, Georgia) may supervise and plan work of assigned staff and perform other duties as directed by the Chief Medical Examiner.

#### **MINIMUM QUALIFICATIONS**

Medical Doctor licensed to practice medicine in the state of Georgia or the ability to obtain Georgia licensure as required by state law

AND

Successful completion of an Anatomic Pathology residency and Forensic Pathology fellowship from an accredited institution

AND

Eligible for certification by the American Board of Pathology in Anatomic Pathology and Forensic Pathology OR Anatomic Pathology, Clinical Pathology, and Forensic Pathology

#### **PREFERRED QUALIFICATIONS**

Experience supervising, which included scheduling, hiring, directing, training, disciplining, and evaluating the performance of, administrative and technical support personnel.

Budget management experience preferred.

### **CONDITION(S) OF EMPLOYMENT**

Selected candidate must be able to work a flexible schedule to meet the needs of the business which may require working weekends and/or holidays. Selected candidate must also be available to receive and respond to telephone inquiries from home, while acting in an on-call status.

### **SALARY AND BENEFITS**

The starting salary is commensurate with board certification status and work experience. An applicant who is not fully Board Certified and has five (5) years or less of forensic pathology experience will start at \$139,230 per year. An applicant who is fully Board Certified and has five (5) years or less of forensic pathology experience will start at \$154,867 per year. An applicant who is fully Board Certified and has six (6) years or more of forensic pathology experience, or who is not fully Board Certified but who has 20 or more years of full-time forensic pathology experience, will start at \$162,792 per year. Advancement within the salary structure is commensurate with cumulative experience, and achievement of full Board Certification status for those who are hired but are not yet fully Board Certified.

GBI offers a generous benefits package. Employees earn vacation time and sick leave and are granted 12 paid holidays each year. There are a variety of benefit options to choose from, including vision, dental, health and life insurance. We also offer an employee retirement plan and deferred compensation options.

### **VACANCY OPEN TO:                      All QUALIFIED APPLICANTS**

**TO APPLY: For consideration, applicants must submit a cover letter, resume, a copy of board certification and/or board eligibility documentation, and two (2) State of Georgia Applications for Employment to:**

**Georgia Bureau of Investigation  
Attn: Office of Human Resources  
P. O. Box 370808  
Decatur, GA 30037-0808**

- The Job Vacancy Number (#14-009), located at the top of this announcement, along with Job Title and Job Code must be listed on applications for this vacancy.
- **Describe work history background experience in full.** Applications should be filled out carefully and completely. Make certain applications are signed and dated. **Incomplete applications, applications with insufficient information, or failure to submit the required documentation by the deadline can result in an applicant not being considered for the vacancy.**
- Applications will not be considered that have "see attached" in lieu of completing the work history and job information on the application. Indicate any other job-related information you want considered in evaluating your candidacy for this position on a separate sheet.
- **For announcements requesting copies of your transcripts:** Unofficial transcripts will be accepted with the submission of the application package. Most colleges and universities offer unofficial transcripts online – please check your school's website to obtain a copy.

- Please note that official transcripts will be required as part of the background investigation, prior to beginning employment.
- **Foreign Education:** Applicants who have completed part or all of their education outside the U.S. must have their foreign education evaluated by an accredited organization to ensure that the foreign education is equivalent to education received in accredited educational institutions in the U.S. **This evaluation must be a course-by-course evaluation that includes each completed course/subject and the U.S. credit equivalent. Applicants must submit (2) copies of the credential evaluations to the address noted above by the deadline.** For a listing of services that can perform this evaluation, see the National Association of Credential Evaluation Services website at <http://www.naces.org/members.htm>.
- ***Consideration for employment is contingent upon the completion and satisfactory result of a GBI background investigation (including criminal, credit and driver's history checks), fingerprinting and drug screening.***
- Due to the volume of applications we receive, we are unable to provide information on application status by phone or by e-mail. Applicants who are selected for an interview will be contacted to arrange an appointment. Applicants who are not selected for an interview will not receive notification.
- **THE GEORGIA BUREAU OF INVESTIGATION RESERVES THE RIGHT TO CLOSE THIS JOB ANNOUNCEMENT AT ANY TIME DURING THE ANNOUNCEMENT PERIOD ONCE A QUALIFIED APPLICANT POOL HAS BEEN DETERMINED.**
- Applications may be downloaded from the GBI website [www.gbi.georgia.gov](http://www.gbi.georgia.gov) or may be obtained by contacting GBI Office of Human Resources at (404) 270-8335. **ALL APPLICATIONS MUST BE RECEIVED IN THE GBI OFFICE OF HUMAN RESOURCES BY CLOSE OF BUSINESS ON THE DEADLINE DATE POSTED ON THIS JOB VACANCY ANNOUNCEMENT.**

**THE GBI IS AN EQUAL OPPORTUNITY EMPLOYER**

## **Georgia Bureau of Investigation Employment Disqualifiers (This list is not all inclusive)**

Employment in law enforcement agencies involves public trust. Only those persons whose conduct, character and behavior which does not discredit either themselves or the Georgia Bureau of Investigation (GBI) will be employed. The GBI employment process will address the integrity, ethical conduct, honesty, prejudices, financial responsibility (credit), and past behavior of all applicants. **While the GBI reviews much information and considers the circumstances in many areas regarding an applicant's background, the following standards are among those that will automatically disqualify applicants from consideration:**

1. Intentionally falsifying, misrepresenting, or omitting pertinent information while completing the employment application, preliminary interview questionnaires, polygraph or any other pre-employment document(s).
2. Deliberately making inaccurate, misleading, false, or fraudulent statements during the employment process.
3. Poor management of personal finances. (Debts, pending civil suits, garnishments, dispossessionary warrants, bankruptcies, etc, will be investigated to determine a candidate's suitability for employment).
4. Personal state or federal tax liability or delinquent student or government loans unless the applicant is on an approved payment plan.
5. Failure to meet required educational or professional licensing or certification.
6. Any felony conviction.
7. Any outstanding criminal charge pending adjudication.
8. Sufficient misdemeanor convictions to establish a pattern of disregard for the law.
9. Admission to or discovery of an applicant's involvement in any crime of a serious or aggravated nature.
10. Any conviction or plea of *nolo contendere* within the past year for Driving Under the Influence of Drugs or Alcohol (DUI).
11. Any conviction or plea of *nolo contendere* for a serious traffic offense within the past two years including, but not limited to: Fleeing or Attempting to Elude a Police Officer, Vehicular Homicide (misdemeanor), Failure to Stop, Render Aid, or Leave Information, and Racing.
12. Five or more convictions and/or pleas of *nolo contendere* within the past two (2) years for any moving violations.
13. Ongoing criminal activity or history of criminal activity other than minor traffic offenses.
14. Completed first offender treatment for an offense that indicates a security risk to GBI facilities, records, and/or information.
15. Current illegal drug use.
16. Any pattern of marijuana use that suggests unrehabilitated substance abuse.
17. Any pattern of drug use, other than marijuana, that suggests unrehabilitated substance abuse.
18. Illegal sale, distribution or manufacturing (to include growing) of any drug.
19. Deliberate association of a personal nature within the past year with persons who use illegal drugs in the presence of the applicant.
20. Use or possession of marijuana during the last three years.
21. Use of an illegal drug or combination of illegal drugs, other than marijuana, during the past 10 years.