



Mission:

Every day, **Montana Department of Justice** employees are dedicated to ensuring the well-being and rights of the people of our great state. The Department of Justice does the right thing for the right reason. If you are 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 while pursuing public safety, the Department of Justice may have a career for you

Division Overview:

The main role of the [Montana Medical Examiner's Office](#), a section in the Montana Department of Justice's Forensic Science Division, is to support the county coroners in the state of Montana with autopsies, consultation, and education.

While each of the 56 Montana county coroner's offices are the primary agency responsible for death investigation in their respective county, handling all scene investigation and direct communication regarding the death with families, law enforcement, and other interested parties, the medical examiners can assume jurisdiction on any death if necessary.

The Forensic Science Division and Montana Medical Examiner's office provide support for the entire state through two locations: Missoula, MT (main office) and Billings, MT (satellite office).

When fully staffed, the medical examiner's office has one chief medical examiner (located in Billings) and three deputy medical examiners (two in Missoula and one in Billings).

BENEFITS:

Salary: \$291,325 annually

Comp time earned, which can be used as vacation time, accrued at a rate of one hour per night of call (i.e., around 180 additional hours each year), and one hour for each hour worked over 40 hours per week, which, in general, allows for flexibility of day-to-day scheduling

Relocation expense of \$5,000 to \$10,000

Supplemental salary for work performed at the Billings office if necessary, and for performance of contracted hospital autopsies (around 0-4 per year)

State of Montana benefits including paid vacation, sick leave, holidays, health, dental, and vision insurance, life insurance, disability insurance, and choice of two retirement plans (“defined benefit” (i.e., pension plan) or “defined contribution” (i.e., 401K type plan).

Other benefits: reimbursement of licensure and continuing educational requirements, including one paid conference per year, and qualification for student loan forgiveness.

BENEFITS OF LIVING IN MISSOULA

Missoula, a town of around 80,000 people, with 120,000 in the metro area, is home to the University of Montana, which is associated with Grizzly football and numerous concerts and other events.

Missoula has numerous restaurants, four golf courses, a fantastic farmer’s market during the summer days, and the Snowbowl ski area, which is just on the outskirts of town. It is located along the Clark Fork River in Western Montana at the convergence of five mountain ranges, sometimes called “the hub of five valleys.” Hiking to the “M” on Mt. Sentinel at the edge of the University of Montana campus provides a beautiful view of the area as well as good exercise.

Missoula is bike friendly and has a very active downtown area. Within an easy driving distance (about 1 hour) there are two other ski hills and numerous hiking opportunities, including all along the Bitterroot Valley just south of town. Within 2 hours driving distance are Glacier National Park and Flathead Lake, which is one of the largest naturally occurring bodies of freshwater in the western United States, and one of the cleanest lakes in the world.



JOB DESCRIPTION:

The Deputy Medical Examiner will perform less than the NAME (National Association of Medical Examiners) allowed number of autopsies per year (for reference, in 2024, the Chief Medical Examiner performed 299 autopsies, and the three Deputy Medical Examiners averaged 180 autopsies each; however, caseloads can fluctuate).

With rare exceptions at the discretion of the pathologist, autopsies are not performed on weekends or holidays. In addition to autopsies, the Deputy Medical Examiner will provide consultation and education to the coroners, assist with continued accreditation efforts as necessary, and present autopsy findings in court, both criminal court and coroner inquests.

Assisting the medical examiners are four experienced autopsy assistants (two in each office, one full and one part-time) and an ABMDI certified coroner liaison, who handles much daily communication with the coroners and assists with their education.

The office recently implemented MDILog for a shared death investigation case management system with the coroners.

Closing Date (based on your computer's time zone): *ONGOING, waiting on your stellar resume and cover letter.*

Qualifications - External

MINIMUM QUALIFICATIONS:

A medical degree from an accredited school and a license to practice medicine in Montana

Board certification in Anatomic and Forensic Pathology, or acquisition of board certification within two years of hire, and with maintenance of certification

Additional certification or training in a relevant sub-specialty of pathology (e.g., neuropathology, pediatric pathology, or cardiac pathology), or a related forensic field (e.g., anthropology) is desirable but not necessary.

PHYSICAL, ENVIRONMENTAL, AND WORKPLACE CONDITIONS:

As with all forensic pathology offices, the Deputy Medical Examiner will be exposed to infectious agents, physical dangers (e.g., needles and scalpels), emotional circumstances, handling of bodies weighing 300-400+ lbs., and the need to balance a changing work environment (e.g., variable number of autopsies per day), and intersecting responsibilities (e.g., autopsy workload requirements balanced with courtroom testimony requirements).

The medical examiner office is NAME accredited and has the support of an excellent in-house internationally accredited forensic science laboratory, which includes toxicology, DNA, firearms, latent prints, and chemistry sections. The toxicology lab currently has a turnaround time on medical examiner/coroner cases of around 30 days or less for 90% of their cases, and with use of the QTOF screen, analyzes for over 300 compounds in the standard screen, and can-do expanded testing for over 1000 compounds.

Travel for testimony or coroner education, sometimes up to 200+ miles one way, and sometimes during winter months, requires ability to operate a motor vehicle in all weather conditions. The State of Montana provides vehicles for such travel

Rotating call is shared with one other pathologist, with on-call responsibilities including evenings, weekends, and holidays, which is compensated as previously described. While exceptions occur, most nights may involve 1-2 calls at most and call is only over the telephone, with very rare need for death scene support to the coroners at the discretion of the pathologist

Knowledge and recurring training for compliance with DOJ/FSD/MEO policies is required.

A criminal history fingerprint and name-based check, intensive background check, driving history review, and urine drug screen prior to starting the job are required as is on-going random urine drug screens during employment

Point of contact: Dr. Walter Kemp, Chief Medical Examiner, walter.kemp@mt.gov

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:

- Criminal History Fingerprint / Name-based Check
- Drug Testing
- Intensive Background Check
- Driving History

HOW TO APPLY:

To be considered for this position, you must attach a cover letter and resume at the time of application.

[Montana Employment Link](#)

Tip: When attaching your resume, you must mark the attachment as a “Relevant File”.

Your Resume: Please include all work experience as well as job duties that demonstrate your qualifications for this position. Include dates of employment (month & year- start & end) and the reason you left each job.

A complete online state application is not required. To initiate an application, attach the résumé to be considered for this position. Failure to attach résumé will result in an incomplete application that will not be considered further.

Only electronic applications will be accepted. Materials submitted but not requested will not be considered in the selection process.

All documents for Veteran or Disability preference must be received or date stamped by the closing date. Please submit preference documentation to Terri Christianson at Terese.Christianson@mt.gov via [File Transfer Service](#).

To request an accommodation with the application process, please contact the HR office.

Your service is rewarded with competitive compensation and generous [State of Montana Benefits](#).

- Medical, dental and vision coverage
- Retirement plans
- Generous paid vacation, sick and holidays
- Pre-tax Flexibility Spending Accounts
- Employee Assistance Program

State of Montana employment may qualify for student loan forgiveness under the [Public Service Loan Forgiveness \(PSLF\) program](#).

This Organization Participates in [E-Verify](#).



Minorities are under-represented in this position and are encouraged to apply.

Applicant Pool Statement: If another department vacancy occurs in this job title within six months, the same applicant pool may be used for the selection.

Training Assignment: Not Applicable

Salary: \$ 136.65 - 140.06 Hourly

Telework Eligibility: Not Telework Eligible

Benefits Package Eligibility: Health Insurance, Paid Leave & Holidays, Retirement Plan

Number of Openings: 1

Employee Status: Regular

Schedule: Full-Time

Job Type: Standard

Shift: Day Job

Travel: Yes, 10 % of the Time

Primary Location: Missoula

Agency: Department of Justice

Union: 000 - None

Posting Date: Nov 25, 2025, 9:55:39 AM

Closing Date (based on your computer's timezone): Ongoing

Required Application Materials: Cover Letter, Resume

Contact Name: Bri Smith | **Contact Email:** DOJCSDHR@mt.gov | **Contact Phone:** 406-444-5528

The State of Montana has a decentralized human resources (HR) system. Each agency is responsible for its own recruitment and selection. Anyone who needs a reasonable accommodation in the application or hiring process should contact the agency's HR staff identified on the job listing or by dialing the Montana Relay at 711. [Montana Job Service Offices](#) also offer services including assistance with submitting an online application.

State government does not discriminate based on race, color, national origin, religion, sex, sexual orientation, gender identity or expression, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, age, physical or mental disability, genetic information, marital status, creed, political beliefs or affiliation, veteran status, military service, retaliation, or any other factor not related to merit and qualifications of an employee or applicant.