



Forensic Autopsy Technician

J o b D e s c r i p t i o n

JOB INFORMATION

Approved Date:	7/29/2024 9:32:18 PM
Working Title:	Forensic Autopsy Technician
Job Family:	Medical Examiner
Classification:	Forensic Autopsy Technician

ORGANIZATION

Department:	Medical Examiner's Office
Cost Center/Program:	9171 - Medical Examiner - Administration
Exemption Status:	Non Exempt
Union:	AFSCME 1308 - Courthouse

JOB SUMMARY

The responsibilities of this classification assists the Forensic Pathologist in the performance of autopsies and other postmortem examinations; collects and preserves physical, biological, and toxicological evidence; performs histology related work; x-rays and photographs human remains; transports human remains; maintains office records, supplies, inventory, and evidence gathering information.

Distinguishing Characteristics

The Deputy Coroner classification is a stand alone classification. It is distinguished from the Chief Deputy Coroner by the management duties and responsibilities required of the latter.

Assists the Forensic Pathologist in the performance of autopsies and other postmortem examinations; collects and preserves physical, biological, and toxicological evidence; performs histology related work; x-rays and photographs human remains; transports human remains; maintains office records, supplies, inventory, and evidence gathering information.

The responsibilities of this classification include assisting the Forensic Pathologist in the performance of autopsies and other postmortem examinations; collects and preserves physical, biological, and toxicological evidence; performs histology related work; x-rays and photographs human remains; transports human remains; maintains office records, supplies, inventory, and evidence gathering information.

JOB FUNCTIONS

Essential Functions

Essential Function	% TIME
Prepare body for autopsy; weigh and measure human remains; incise body; dissect and remove organs; take tissue and fluids samples from the body and forward related information and samples to laboratories for further analysis; restore organs to body; and suture and clean body. Assist forensic pathology in the collecting and handling of trace, physical, and biological evidence and finger and palm prints. Ensure proper handling, transfers, labeling, and storing of histological specimens (tissue, blocks, slides). Assist forensic pathologist in conducting forensic autopsies and/or examinations to help determine cause and manner of death. This will include: x-rays, fluid draws, fluid processing, evisceration, evidence gathering and preservation, body handling and packaging.	30%
Clean and maintain equipment and morgue facilities	15%
Ensure proper handling, transfers, labeling, and storing of histological specimens (tissue, blocks, slides); Perform computer data entry and retrieval; Prepare and file medicolegal evidence forms; and maintain records and data of work performed; Clean and maintain work areas.Do laundry and related activities.Implement safety and biohazard control measures and recordkeeping.	20%

Essential Functions

Essential Function	% TIME
Mix, handle, store, and dispose of chemicals. Operate x-ray equipment; take photographs of human remains; coordinate handling, storage, and transfer of film and photographs; and maintain all related records and files. Maintain inventory of morgue supplies, equipment, tools, instruments, and other replacement supplies.	20%
Transport human remains from hospitals, nursing homes, and other locations. Auxillary tasks such as: histology transport, ordering and stocking. Release bodies to funeral homes and other organizations. Document and transfer personal property and evidence and keep records. Assist in the removal, handling, and reconstruction of skeletal remains.	10%
Provide testimony in court or other legal proceeding as needed.	5%

Required for All Jobs

• Performs other duties as assigned
• Complies with all policies and standards

This Job is Essential	<input checked="" type="checkbox"/>
Report for duty on time and remain at work until the end of their scheduled shift even if an inclement weather event or emergency is declared. The employee assigned to this position is an "Essential Employee" under the Public Works Inclement Weather/Emergency Response policy.	

QUALIFICATIONS

Education			
Education Level	Education Details	Required/Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
2 years	experience in a medical related discipline or related scientific field, to include one or more years' experience assisting with autopsies and/or laboratory work.	Required	
	Death investigation experience	Preferred	
2 years	Two years of related experience in a medical related discipline or related scientific related field, to include one or more years' experience assisting with autopsies and/or laboratory work.	Required	
6 months	Experience working with a Forensic Pathologist performing autopsies for Coroners, Medical Examiners, or Law Enforcement.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
DL NUMBER - Driver License, Valid and in State	Operates County owned vehicles	Upon Hire	Required	
DL NUMBER - Driver License, Valid and in State	Driver operates County-owned vehicles.	Upon Hire	Required	

Equivalency

Equivalent combination of related experience and related education demonstrating required knowledge, skills, and abilities to perform the job.
Completion of college level or specialized vocational - technical work in specified area/occupational area may substitute for up to (number of) months / years of experience

Knowledge, Skills and Abilities

KSAs

Appear for scheduled work and complete assigned tasks within a reasonable period of time.	
Establish and maintain effective working relationships with others using tact, courtesy and good judgment.	
Maintain confidentiality and adhere to policy and procedures of the county and department.	
Communicate effectively orally and in writing.	
Utilize various computer applications specific to the department including databases, word processing, document imaging, spreadsheets, and web-based systems for entering, retrieving and researching data and records.	
Physically perform assigned duties and essential functions of the position.	
Knowledge of state and local laws regarding deaths and human remains.	High
Knowledge of methods, techniques, equipment and practices of handling decedents, property and evidence.	High
Knowledge of basic techniques used in interviewing, forensic photography, investigation and report writing.	Medium
Knowledge of procedures necessary to inspect, prepare, and transport a body for autopsy, preservation and collection of evidence.	High
Knowledge of medical terminology, prescription drugs and their application.	Medium
Knowledge of basic Office procedures, practices and equipment.	Medium
Skilled in effectively plan and organize work and complete tasks within prescribed timeframes.	Medium
Skilled in writing comprehensive reports and business correspondence.	Low
Skilled in effectively presenting information and responding to questions from law enforcement, fire departments, grieving and sometimes hostile families, and the general public in order to advance the quality of community service.	Low
Skilled in conducting thorough and complete interviews and investigations of death scenes.	Low
Skilled in communicating with individuals from diverse backgrounds and cultures, including those with language barriers, under extremely stressful conditions.	Medium
Skilled in preparing and maintain accurate records and reports of activities.	Medium
Ability to demonstrate empathy with surviving families	High
Ability to analyze and evaluate death scene evidence and make preliminary finding as to the cause and/or manner of death.	Low
Ability to make independent judgments and initiate appropriate action.	Medium
Ability to safely drive Coroner's Office vehicles.	High
Autopsy procedures and practices, and human anatomy	High
Equipment and supplies necessary to maintain and operate a morgue facility	High
Pathology laboratory practices and procedures	Medium
The use of and operation of photograph and x-ray equipment	High
State and local laws regarding deaths and human remains	High
Methods, techniques, equipment and practices of handling deceased individuals	High
Approved methods and procedures for evidence collection and processing	High
Standard safety procedures	High
Standard office practices and chain of custody procedures	Medium
Appear for scheduled work with regular, reliable, and punctual attendance.	High
Communicate Effectively, orally and in writing.	Medium
Establish and maintain effective working relationships with other staff, the citizens and representatives of other agencies.	High
Physically perform assigned duties and essential functions of the position. Work various shifts, evenings, weekends, holidays and overtime as required.	Medium
Ability to successful complete all required background investigations.	High
Ability to travel to death locations, if needed.	Medium
This position is required to take calls from home after regular office hours.This position is required to serve "on call" on a rotational basis outside regular office hours and on weekends and, when on call, must be able to report for duty to the Coroner's Office within 30 minutes of the call.	Low
Maintain detailed reports, records, and storing of evidence information	High
Order and maintain supplies and related inventory	High
Work under stressful environment and hazardous working conditions	Low
Participate in various training programs as required	Medium

Work as a member of a team including, maintain teamwork with other employees, and assisting other employees in times of overload or high priority	High
Make independent judgments and initiate appropriate action while operating under broad supervisory guidelines	Medium
Prepare clear and comprehensive written reports	Medium
Deal tactfully and courteously with the public	High
Establish and maintain effective, productive and cooperative working relationships both inter- and intra-departmental and with other agencies and jurisdictions	High
Effectively manage time and work independently with minimal supervision	High
Communicate effectively and persuasively both verbally and in writing, to audiences of various social, education and economic backgrounds	Low
Testify accurately and with professional demeanor in Court	High
Learn assigned tasks readily and adhere to prescribed routines	High
Maintain confidentiality and discretion on sensitive and confidential matters	High
Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner	Medium
Meet the travel requirements of the position and safely drive Coroner's Office vehicles.	High
Ability to make independent judgments and initiate appropriate action.	Low
Work holidays, during inclement weather conditions, weekends, over 40 hours in a work week, and all shifts as needed.	Low

Core Competencies

Demonstrates values-based competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Company:

Time Management	Uses their time effectively and efficiently; values time; concentrates their efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
Drive for Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Remote Employment

Remote Employment Type:

Remote Employment Text:

Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Weight Bearing (Standing & Walking)		
Weight Bearing Standing		
Weight Bearing - Walking		
Walking on Uneven Terrain	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Examines death scenes and makes in-person death notifications to the next of kin
Running		
Jumping		

Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Climbing Ladder, stairs, stools	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Balancing	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Assisting with autopsies and picking up supplies and equipment
Bending at the waist	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	maintaining cleanliness of the morgue
Twisting at the waist	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Assisting with autopsies and picking up supplies and equipment
Stooping Slight bend at knees Squatting		

Other - Non-Weight Bearing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sitting	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	clerical duties of driving
Kneeling One or both knees		
Crawling On hands and knees		
Lying Down Back, side or stomach		

Lifting/Carry/Push/Pull

Lifting

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Lifting 0-10 lbs	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	equipment and supplies
Lifting 11-20 lbs	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	equipment and supplies
Lifting 21-35 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	equipment and supplies
Lifting 36-50 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	equipment and supplies
Lifting 50 + lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	equipment and supplies

Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 0-10 lbs	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	equipment and supplies

Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 11-20 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	equipment and supplies
Carry 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	equipment and supplies
Carry 36-50 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	equipment and supplies

Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pushing 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	equipment and supplies
Pushing 11-20 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	equipment and supplies
Pushing 21-35 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	equipment and supplies
Pushing 36-50 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	equipment and supplies

Pulling

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pulling 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	equipment and supplies
Pulling 11-20 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	equipment and supplies
Pulling 21-35 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	equipment and supplies
Pulling 36-50 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	equipment and supplies

Upper Extremity/Arm Movement

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Reaching Above shoulder level	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Maintaining cleanliness of morgue
Reaching at shoulder level	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Maintaining cleanliness of morgue
Reaching below shoulder level	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Maintaining cleanliness of morgue
Steering Equipment, Vehicles			

Cervical Spine/Neck Movement

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Extension of neck looking forward		
Flexion of neck looking downward		
Twisting of neck side to side		

Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Fine Manipulation			
Keyboarding/Typing			
Simple Grasp	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	phone, steering wheel, pen, and other office tools
Up & Down Flexion of Wrist			
Side to Side Motion of Wrist			
Turning/Rotation of wrist/hand			
Gross Manipulation			
Powerful Grasp/Tight Grasp	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	phone, steering wheel, pen, and other office tools
Hand Controls			
Repetitive Motion			

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sight: Distinguish objects, depth perception, field of vision, color identification, near and far acuity necessary to operate equipment, machinery, etc.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	identifying tissue and fluid samples
Hearing: Comprehend oral language and sounds and react appropriately. Follow oral directions.	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	phone and safety devices
Speaking: Orally communicate information and ideas with comprehension	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	supervisors, co-workers, or the general public
Reading: Comprehend and retain the written word.		

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Writing: Composing communications in writing		
Math: Compute a series of numeric variables, measurements		

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Uneven Ground	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	examines death scenes and makes in-person death notifications to the next of kin
Exposure to Bloodborne Pathogens		
Work Outside	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	examines death scenes and makes in-person death notifications to the next of kin
Customer/Public Contact		
Work Inside	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	office and morgue
High Elevations	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	death scenes
Moving Objects	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	traffic and equipment
Slippery Surface	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	mopped floors and unknown terrain
Wetness	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	inclement weather
Temp.Humid/ Extremes	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Temp. Cold Temp	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Confined Spaces	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Special Clothing	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	protective gear
Vibration	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	vehicle
Use of Solvents	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	cleaning solvents
Use of Detergent	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	soaps
Chemical Contact	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Chemical Vapors	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Dust or Particles	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	nuisance dust
Toxic Substances		
Explosives		
Radiation		
Electricity		
Noise intensity		

Mental/Psychological Demands

Mental/Psychological Demands	Required Yes/No (Blank)	Examples
Understand & follow directions – with little or no direction		
Memory – Ability to remember and recall procedures, processes and activities routine in nature.		
Regular and reliable attendance		
Ability to problem Solve		
Ability to perform complex & varied tasks		
Ability to develop & maintain positive work environments		
Ability to supervise/lead and influence others		

Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Foot Controls		
Mechanical/Electrical parts		
Driving – Regular Vehicle		
Driving DOT/CDL Vehicle		
Operate Heavy Equipment		
Operate Heavy Machinery		
Small hand tools		
Operate power equipment such as drill/saws		

Other Requirements

Equipment, Machines, Vehicles Operated:	
Tools, Implements Used:	
Special Knowledge, Skills and Abilities:	
Respirator Use Required (other than nuisance dust mask). Describe:	

PRE-EMPLOYMENT EXAMS

POST-EMPLOYMENT

COMPENSATION

Annual Max:	\$0.00
Annual Min:	\$0.00
Hourly Max:	\$39.78
Hourly Min:	\$28.14