

Morgue Supervisor

The District Five Medical Examiner's Office is seeking applicants for consideration for the position of **Morgue Supervisor**. The office is a free-standing, N.A.M.E. accredited, facility based in Leesburg, FL, that investigates deaths in a five county jurisdiction. This is a private agency that contracts with the counties that it serves. The Morgue Supervisor is responsible for overseeing all functions associated with the forensic autopsy/morgue operations in the District 5 Medical Examiner's Office. This position exercises considerable independent judgment, and professional and technical skills in the continuous analysis and review of the morgue operating functions and services. The Morgue Supervisor is responsible for coordinating the Forensic Autopsy Technicians' work schedules and performance evaluations. He/she will take responsibility for the ordering of supplies to maintain sufficient morgue inventory and doing such in a cost effective manner. Maintain appropriate records, logs, forms, and/or lists required for morgue operations. The Morgue Supervisor is responsible for a wide variety of duties, including: assisting pathologists with autopsies and external examinations, preparing accurate records of processing, photographing bodies and evidence, maintaining morgue areas, supplies and equipment, overseeing the release of bodies to funeral homes, performing radiographs, assisting with the collection and labeling of evidentiary materials including toxicology and other laboratory samples.

This is a full time, exempt position with a schedule inclusive of weekends and holidays. The position offers an attractive benefits package that includes medical and dental insurance, life and disability insurance, paid vacation time and holidays, a 401K retirement plan and continuing training and education opportunities. The starting salary for a Forensic Autopsy Technician is \$40,000/Annually.

Qualified candidates will have a college degree from a post secondary institution recognized by a national educational accrediting agency and either six (6) credit hours in human anatomy or physiology, or experience in a medical related field such as hospital patient care, EMT, paramedic, funeral home, etc. In order to be considered for this position the applicant must have a minimum of 2 years of morgue operations experience to include evisceration techniques. At least 1 year of supervisory experience is desirable. The Morgue Supervisor must have the ability to move decedents of various sizes and conditions and occasionally work long hours under adverse conditions. Applicants must have a good driving record, pass pre-employment drug screening and background checks, and be able to lift 150 lbs. Strong attention to detail and computer skills are a necessity. The Morgue Supervisor must have the ability to promote a spirit of teamwork and maintain good communication with all members of the office so that details are not overlooked.

Interested, qualified applicants should email a cover letter, a resume and professional references to:

Lindsey Bayer

Director of Operations

District 5 Medical Examiner's Office

Lindsey.Bayer@Marioncountyfl.org

