



**CITY OF JACKSONVILLE**  
invites applications for the position of:

# **Autopsy Technician Supervisor**

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**SALARY:** \$22.12 - \$23.22 Hourly  
\$46,000.00 - \$48,300.00 Annually

**OPENING DATE:** 12/21/17

**CLOSING DATE:** 01/09/18 11:59 PM

**JOB DESCRIPTION:**

This is technical work at the supervisory level in assisting pathologists in performing varied autopsy procedures and associated duties in managing the day-to day operations of the morgue, which is acquired through a combination of training and considerable on-the-job experience. Schedules, assigns, trains, monitors, directs, reviews, and evaluates the work of assigned staff. Work requires knowledge of autopsy methods, procedures, and equipment, and requires specialized skills in the use of x-ray equipment and forensic photography. Oversees and trains autopsy technicians and assigned personnel as required. Contacts with others require skills in understanding and influencing people and are important in responding to and resolving complaints and overseeing the work of assigned staff. The work is semi-routine where tasks are covered by procedures or precedents, and although patterned, some latitude is permitted to consider and choose the most appropriate technique, method, or procedure to follow. Work is performed primarily in the medical examining area and includes exposure to chemicals and bio-hazardous materials; some fieldwork is required to pick up/drop off supplies. Operates digital x-ray machine, autopsy equipment such as saws, measuring devices, and surgical instruments, personal computer and motor vehicle. The physical demands of the work include standing for extended periods of time, bending, and moderate physical activity such as lifting and moving cadavers and/or objects weighing more than 50 pounds. Work is performed under general supervision where work assignments are subject to instructions and established procedures, although the worker is permitted some latitude to set own priorities subject to superior's approval.

**EXAMPLES OF WORK:**

- Schedules, assigns, trains, monitors, directs, reviews and evaluates the work of assigned staff.
- Prepares cadavers, specimens of human organs, and autopsy room to assist pathologists in autopsies.
- Assists pathologists in the conduct of autopsies by cleaning, weighing, and measuring cadavers and separate organs; opens cavities; assists in the removal of organs and specimens.
- Receives cadavers in morgue and assures their proper storage, identification and release to authorized persons.
- Records identifying information and inventories effects and other articles.
- Preserves, stores and retrieves organs, surgical specimens, and biopsies.
- Takes identification photographs and fingerprints of decedents.
- Ensures that lighting, x-ray equipment, and associated autopsy room equipment are maintained and makes minor adjustments when necessary.
- Manages inventory of morgue equipment and autopsy supplies.
- Oversees and participates in the cleaning and disinfecting of all responsible areas.
- Oversees the storage and disposal of case-related specimens including formalin-fixed tissue according the Medical Examiners protocols.

- Serves as the Safety Representative for the morgue area and ensures compliance with safety related policies and procedures.
- Assists in establishing necessary protocols, procedures, and policies for autopsy room.
- May assist an investigator at a death scene.
- Participates in the interview process for the selection of new autopsy technicians, as required.
- Communicates clear direction, manages for results and leads organizational change.
- Assigns responsibility, takes corrective action, demonstrates leadership in evaluating, developing and motivating employees.
- Demonstrates proficiency in the City of Jacksonville's competencies.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of anatomy, physiology, and medical terminology.
- Knowledge of forensic photography principles, methods, and techniques.
- Knowledge of x-ray procedures and photography relating thereto.
- Knowledge of hazardous material handling procedures.
- Knowledge of safety procedures, occupational hazards, and protective equipment.
- Ability to schedule, assign, train, monitor, review, and evaluate the work of assigned staff.
- Ability to communicate effectively.
- Ability to understand and/or follow oral and written instructions.
- Ability and willingness to work with cadavers.
- Ability to perform assigned tasks according to medically prescribed procedures and to make accurate observations and records of results.
- Sufficient strength to lift and move cadavers and other heavy items such as boxes and materials weighing more than 50 pounds.
- Ability to use a personal computer, photographic and x-ray equipment, and surgical instruments.

**OPEN REQUIREMENTS/SUPPLEMENTAL INFORMATION:**

- Five-years of education and/or experience in mortuary science, forensic science, autopsy room, emergency medicine (basic or higher), or surgical ward, two years of which must have included autopsy experience in a medical examiner/coroner office within the last five years and one year of supervisory experience.

**OTHER REQUIREMENTS:**

- The probationary period for this class is one year.
- This classification performs safety-sensitive functions and is subject to pre-employment, random and other drug/alcohol testing programs as set forth in the City of Jacksonville's Drug Free Workplace Policy (0401).
- The Medical Examiner's office is part of the Incident Management System for each county which it serves.
- All full-time employees are required to report and carry out duties as assigned for the duration of the emergency.
- Depending on the nature of the emergency, this may require working around the clock for several days on short notice.

**LICENSING/CERTIFICATION/REGISTRATION:**

- FL Class E Driver's License is required and must be maintained.
- Must qualify prior to appointment, obtain and maintain during employment in this class a City of Jacksonville certification as a Public Driver.

**ONLINE APPLICATION REQUIRED.** Apply at [www.coj.net/jobs](http://www.coj.net/jobs). NEOGOV works best with Google Chrome, Firefox and Internet Explorer version 11 or higher browsers. Please try to apply using one of these browsers. You may have to cut and paste the link into the browser's search area. Be sure to add coj.net to your address book to ensure you receive email

notifications. You may also check your application status at any time by logging into your account.

If claiming veteran's preference, you must attach a DD-214 (Member Form-4 copy) or military discharge papers, or equivalent certification from the Department of Veterans Affairs listing military status, dates of service and character of discharge. You must also attach the Veterans Preference Certification Form and if applicable, the additional forms as noted here: <http://www.coj.net/departments/employee-services/veterans-preference>

If a candidate believes he or she was not afforded veteran's preference, he or she may file a written complaint, within 60 calendar days upon receipt of notification of the hiring decision, requesting an investigation to:

Florida Department of Veterans Affairs  
Division of Benefits and Assistance  
9500 Bay Pines Blvd., Room 214  
St. Petersburg, FL 33708

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.coj.net/departments/employee-services.aspx>

Position #2018-02701  
AUTOPSY TECHNICIAN SUPERVISOR  
KJ

117 West Duval Street, Suite 100  
Jacksonville, FL 32202  
(904) 630-1287

[Recruit@coj.net](mailto:Recruit@coj.net)

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### **Autopsy Technician Supervisor Supplemental Questionnaire**

- \* 1. Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Copying and pasting your resume or stating "see resume" does NOT fulfill the requirements of the question. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and certify that your responses can be verified from information included within the application?  
 Yes     No
  
- \* 2. Are you able to lift and move objects weighing up to 50 pounds?  
 Yes  
 No
  
- \* 3. Are you able to work weekends, holidays, evenings and nights in the event of an emergency?  
 Yes  
 No
  
- \* 4. Do you have a five-year combination of education and/or experience in mortuary science, forensic science, autopsy room, emergency medicine (basic or higher), or surgical ward?  
 Yes, five years or more  
 More than 1 year, but less than 5 years  
 Less than one year
  
- \* 5. If you answered "yes" to question # 4, select the area of your education and/or experience.  
 Mortuary Science

- Forensic Science
- Autopsy Room
- Emergency Room (basic or higher)
- Surgical Ward
- Two or more of the above
- None of the above

- \* 6. If you answered "yes" to question # 4, indicate the organization(s) you worked for where you gained this experience.
  
- \* 7. If you answered "yes" to question # 4, provide a detailed description (at least 3-4 complete sentences) of your experience.
  
- \* 8. Do you have two years experience assisting in autopsy examinations in a medical examiner/coroner office?
  - yes
  - No
- \* 9. If you answered "yes" to question #8, was your experience within the last five years?
  - Yes
  - No
- \* 10. If you answered "yes" to question # 8, indicate the organization(s) you worked for where you gained this experience.
  
- \* 11. If you answered "yes" to question # 8, provide a detailed description (at least 3-4 complete sentences) of your experience.
  
- \* 12. Do you have one year of supervisory experience?
  - Yes
  - No
- \* 13. If you answered "yes" to question # 12, indicate the organization(s) you worked for where you gained this experience.
  
- \* 14. If you answered "yes" to question # 12, provide a detailed description (at least 3-4 complete sentences) of your experience.
  
- \* 15. Do you have a bachelor's degree or higher from an accredited college or university? If yes, you MUST attach a copy of your college transcripts to your application.
  - Yes
  - No
- \* 16. If you have a degree, indicate which degree you have and include any major/minor. If basing qualifications on education, a copy of your college transcript is required.
  
- \* 17. Do you have a valid motor vehicle operator license that is not under suspension/revocation or restricted under any pending or current citations/court proceedings? Please indicate which license you possess.

- Class A Commercial Driver License (CDL)
  - Class B Commercial Driver License (CDL)
  - Class C Commercial Driver License (CDL)
  - Class E Driver License
  - License from another State.
  - Learner Permit
  - My license is currently invalid.
  - I do not possess any type of Driver's License.
- \* 18. Have you been cited for more than three (3) moving violations, or two (2) at fault accidents within the past 12 months from current date?
- Yes
  - No
- \* 19. Have you been considered a "Habitual Traffic Offender" (HTO) within the past 12 months from current date?
- Yes
  - No
- \* 20. Have you been convicted of Driving-Under-the-Influence (DUI) in any state during the last 36 months from current date?
- Yes
  - No
- \* 21. Select the state where you currently hold a Driver's License.
- State of Florida Driver's License
  - State of Georgia Driver's License
  - Driver's License from another state.
  - I do not possess a driver's license at this time.
- \* 22. Provide your full Driver's License or Identification number. If a correct number is not provided, your application will be considered incomplete and may result in disqualification from the selection process.
- \* 23. Do you understand that this classification performs safety-sensitive functions and is subject to pre-employment, random and other drug/alcohol testing programs as set forth in the City of Jacksonville's Drug Free Workplace Policy (0401)?
- Yes, I have read and understand the statement above.
  - No
- \* 24. Please confirm your EMAIL address by re-entering it here.
- \* 25. If you are requesting veterans preference, you MUST download the appropriate state of Florida form and attach it to our application. Failure to do so will delay your veterans preference status. Please download the forms at <http://www.coj.net/departments/employee-services/veterans-preference>
- Yes, I am claiming veterans preference and I understand that I MUST download the appropriate form and attach it to my application.
  - No, I am not claiming veterans preference and this does not apply to me.
- \* Required Question