

Hamilton County Coroner

Position Description

Position Title: Forensic Assistant

Code # 32111

BOCC Pay Grade: 20

Latest Revision: 9/26/18

Division: Morgue

Class Title: Morgue Attendant

Supervisor: Forensic Assistant Supervisor

Civil Service/FLSA Status: Classified/Non-Exempt

Job Function Statement:

Under general supervision, assists forensic pathologist in performing postmortem examinations; prepares bodies for postmortem examinations; receives and releases bodies with accurate completion of paperwork and computer entries; cleans work areas after use; maintains autopsy samples according to established retention schedule.

Minimum Qualifications:

Completion of secondary education; must be able to follow detailed instructions and multi-task when required; ability to move whole body quickly and easily; ability to move a minimum of 200 pounds; must pass a criminal background check and pre-employment drug screening.

Illustrative Duties:

68% 1. Prepare the deceased for autopsy examination which includes but is not limited to labeling all items needed, the collection and inventory of personal items, fluid collection, photographs, radiographs and fingerprints as well as heavy lifting and moving of the decedent; collect and preserve forensic evidence with correct chain of custody paperwork; assist with eviscerations, notes, and any other needs as directed by the Forensic Pathologist (FP); closing, cleaning, heavy lifting and removal of the decedent. Set up, break down, stocking and cleaning of the drying cabinets/lockers, gurneys, coolers, autopsy, radiograph, decomposition and any other rooms used. Maintaining equipment such as but not limited to scales, sinks, tools, knives and saws. Assists the FP in providing training to a wide range of guests such as medical students, interns, residents, and visiting agencies in autopsy techniques and procedures. Maintains established departmental policies and procedures, quality improvement, safety, environmental and infection control standards. The employee is expected to carry all duties, tasks, and assignments to completion with substantial independence and accuracy.

18% 2. Receives and releases bodies (as needed) in an accurate manner ensuring correct identification of the decedent with completion of computer entries and paper work.

10% 3. Maintains tissue storage and disposal in accordance with established retention schedule to include accurate computer entries; releases bio-hazard waste to the designated company for removal of full bio-hazard bins as well as collecting enough empty bins until the next pick up. Clean and maintain the locker room in the absence of the Building Manager.

4% 6. Performs other related duties as assigned.

Knowledge, Skills, and Abilities:

*The following are necessary to perform the duties of this classification. Items with an * may be developed after employment.*

Knowledge of:

morgue policies and procedures*; safety practices and procedures to include proper use of personal protective equipment and their function as it relates to bloodborne pathogens; X-ray equipment*; inventory control; finger-printing/body-printing techniques*; safe handling and manipulation of bodies*; preservation of evidence and chain of custody*.

Skill in:

operation and utilization of tools and equipment of the morgue*; operation of X-ray equipment*; operation of hand tools and motorized equipment.

Ability to:

follow detailed oral and written instructions; deal with several variables in familiar context; secure fingerprints from bodies; work with decomposed and mutilated bodies; move whole body quickly and easily; stand and/or move in a physical manner for long hours; communicate effectively; develop and maintain effective working relationships with supervisors, associates, police officers and job-related personnel; sort items into categories according to established methods; check pairs of items that are similar or dissimilar; prepare and maintain accurate documentation; perform routine maintenance and cleaning tasks; adapt to new and changing conditions, policies and information.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Approval of Appointing Authority)

Date

(Employee signature)

Date