

Chief Forensic Autopsy Technician

22515

(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for supervising and managing the forensic autopsy technician staff and the technical aspects of forensic autopsy technician work. The Chief Forensic Autopsy Technician works under the direct supervision of the Chief Medical Examiner. An employee in this class is responsible for supervising, training and the overall management of morgue-related activities among the forensic autopsy division. Direct supervision is exercised over forensic autopsy technician personnel. Does related work as required.

TYPICAL WORK ACTIVITIES

Supervises, assigns and evaluates work and provides training where appropriate for forensic autopsy technician staff.

Coordinates and facilitates training activities for, and monitors the progress of, newly hired Forensic Autopsy Technicians.

Assists the Medical Examiner by set-up before and cleanup after the autopsy and renders dissection and assistance as directed by the Medical Examiner during the autopsy.

Eviscerates and weighs organs and takes digital photographs and x-rays.

May have to stand and climb on footstool/ladder or examination table to take forensic photographs and/or x-rays.

Assists in the collection and preservation of clothing, physical and biological evidence for forensic analysis, including forensic toxicology, clinical chemistry, serology and microbiologic testing as directed, and according to established procedures.

Packages and prepares evidence and specimens for storage or transport within a legal chain of custody.

Completes electronic chain of custody and other required documentation and performs data entry.

Assumes primary responsibility for all non-routine, send-out testing, including follow-up to ensure results are received.

Processes decedents into the facility prior to examination, including required chain of custody and case information data entry and/or paperwork and releases decedents to funeral homes.

Documents and maintains custody of evidence, medications and valuables associated with specific case investigations.

Ensures proper biohazard waste disposal according to protocol.

Attends daily morning briefing meetings, or designates an alternative to attend.

Performs general office duties, such as labeling and filing of microscopic slides and tissue blocks, general filing and computer data entry.

Oversees and assists with maintaining the morgue and autopsy rooms and floors in a clean, sanitary and orderly manner; cleans and sterilizes equipment; checks for proper ventilation and condition of equipment.

Participates in quality assurance review and completes reconciliation of property and evidence.

Assists forensic consultants in forensic examinations, such as dental or anthropology examinations.

Uses County vehicle for transportation of specimens and medical records, and other errands as needed.

Testifies at court proceedings as needed.

Participates in public health preparedness activities as trained and assigned.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Comprehensive knowledge of modern forensic pathological laboratory principles and practices.

Thorough knowledge of medical nomenclature and anatomy.

Thorough knowledge of information needed to determine causes of death and New York State statutory requirements pertinent to Medical Examiners.

Thorough knowledge of various techniques utilized by the Medical Examiner in the conduct of autopsies.

Thorough knowledge of universal precautions and safety guidelines.

Working knowledge of the principals and techniques of supervision.

Ability to plan, organize and supervise the work of forensic autopsy technician staff.

Ability to direct and oversee Forensic Autopsy Technicians.

Ability to train less experienced and/or newly hired employees.

Ability to work flexible work hours, shifts, weekends and holidays, including call-in duty.

Ability and physical strength to lift and move heavy bodies under difficult circumstances.

Ability to take photographs and x-rays.

Ability to learn laboratory procedures.

Ability to utilize computer hardware and software.

Good organizational skills.

Manual dexterity.

Clerical aptitude.

MINIMUM QUALIFICATIONS

Open-Competitive

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in a physical or biological science, Funeral Arts and Sciences or a health-related field **and** three (3) years of full-time work experience, or its part-time equivalent, performing work equivalent to a Forensic Autopsy Technician I, autopsy assistant, Emergency Medical Technician/Paramedic, laboratory technician, organ/tissue procurement technician or nurse **and** one (1) year of full-time work experience, or its part-time equivalent, of supervisory experience in a hospital laboratory, forensic laboratory, health care agency or funeral home, which included managing employees and conducting performance reviews; or,
- B. Seven (7) years of full-time work experience, or its part-time equivalent, performing work equivalent to a Forensic Autopsy Technician I, autopsy assistant, Emergency Medical Technician/Paramedic, laboratory technician, organ/tissue procurement technician or nurse **and** one (1) year of supervisory experience in a hospital laboratory, health care agency, forensic laboratory or funeral home, which included managing employees and conducting performance reviews.

SPECIAL NECESSARY REQUIREMENT: When required to operate motor vehicles, employees must possess a valid non-CDL or CDL with appropriate endorsements as required by the New York State Department of Motor Vehicles for the class of vehicle(s) being operated.

BACKGROUND INVESTIGATION: Applicants will be required to undergo a State and national criminal history background investigation, which will include a fingerprint check to determine suitability for employment. Failure to meet the standards for the background investigation may result in disqualification.

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