

ORANGE COUNTY CLASS SPECIFICATION

TITLE: AUTOPSY ASSISTANT **GRADE:** 11

TITLE ABBREVIATION: AUTOPSY ASST **TITLE NO.:** 561160

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** TE **FLSA CODE:** NE

DEPARTMENT: HEALTH **DIVISION:** MED EXAMINER

SUPERVISOR'S TITLE: DIRECTOR OF OPERATIONS (ME)

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class assists a pathologist in the conduct of autopsies by performing body dissections on cadavers of cases legally approved for autopsies by utilizing appropriate techniques, equipment and precautions for the purpose of obtaining a pathological diagnosis. Responsibility also involves the cleaning and maintenance of autopsy equipment and areas. Assignments are received from the Director of Operations (ME) and work is performed under the general supervision of a Pathologist who directs the incumbent during autopsies. Supervision is not a responsibility of this position. Routine travel is a requirement. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares the body for autopsy, selects instruments, sets up scale and specimen containers; ensures safeguard of personal effects and evidence collection, custody, transfer, and disposal; assists with the lifting and transporting of bodies between coolers and autopsy suite;

Helps the pathologist with photography and obtaining specimens, may eviscerate bodies, remove organs, and give them to the pathologist for examination and analysis; may performs X-rays of bodies under supervision;

Cleans and restores organs to the body, sutures, and cleans the body for release; maintains a clean and organized autopsy area, disinfects autopsy tables and dissecting instruments;

Maintains records of bodies autopsied, identification records and personal effects to ensure release of proper body to mortician by security;

Organizes and sends out toxicology specimens, culture, and other biological materials for testing;

Assists with the organization of toxicology, photographs, medical records and histology materials;

Assists with organizing educational materials for office training;

Acts as a point of contact and responds to inquiries from hospital staff, funeral home staff, law enforcement personnel, families of the deceased or next of kin;

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Uses computer applications or other automated systems such as spreadsheets, word processing, e-mail and database software;

May order supplies, maintain inventory, and launder scrub suits and other apparel and ensure clean suits/apparel are available;

May be required to lead, direct, and train per diem and trainee staff;

May perform other incidental tasks as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of biology, anatomy, and the methods used in the preservation and the preparation for autopsy examinations, including safety precautions; knowledge of pathology and the principles and practices involved in performing autopsies; skill and dexterity to manipulate small instruments and equipment; computer skill in the operation of database systems and computer applications; ability to maintain accurate records; ability to follow directions; ability to lift dead weight; tact; neatness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of 30 college credits, including a minimum of 6 semester credits hours in criminal justice or the forensic, biological, or health sciences; OR
- (B) Graduation from an accredited or technical school in mortuary science, patient care, or related field; OR
- (C) Graduation from high school or possession of a high school diploma and three (3) years of experience involving post-mortem examinations; OR
- (D) Successful completion of a one-year traineeship as an Autopsy Assistant Trainee.

SPECIAL REQUIREMENTS: Possess and maintain a valid driver's license.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.