

ORANGE COUNTY CLASS SPECIFICATION

TITLE: SENIOR AUTOPSY ASSISTANT **GRADE:** 12

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

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. Incumbents in this classification lead, train, and direct the work others. Routine travel is a requirement. Does related work as required.

TYPICAL WORK ACTIVITIES:

Leads, and directs the work of Autopsy Assistants; trains new staff on procedures and protocols of working in an autopsy suite; monitors the work of Autopsy Assistants and implements corrective measures and actions; instructs and ensures safe handling of equipment and tools used in autopsy;

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, eviscerates bodies, removes organs, and gives them to the pathologist for examination and analysis; performs X-rays of bodies;

Cleans and restores organs to the body, sutures, and cleans the body for release; maintains a clean autopsy area;

Upholds the regulatory compliance for biohazard exposure safety; oversees the handling of hazardous wastes; acts as a liaison with vendor of biohazard waste removal ensuring the pick up of biohazard trash and discarded stock jars;

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

Assures proper maintenance and regulatory compliance of the use of equipment in the autopsy suite, such as computer equipment or X-ray examination equipment; acts as a point of contact with Information Technology staff to resolve issues;

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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;

Organizes and sends out toxicology specimens, culture, and other biological materials for testing; creates and maintains a list of stock jars which can be discarded;

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

Orders supplies, maintains inventory, and launders scrub suits and other apparel and ensures clean suits/apparel are available;

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

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of biology, human anatomy, and the methods used in the preservation and the preparation for autopsy examinations, including safety precautions; good 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 lead, train, and direct the work of others; ability to lift dead weight; tact; accurateness; neatness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Master's degree and one year (1) of experience involving post-mortem examinations which shall have included leading the work of others; OR
- (B) Possession of a Bachelor's degree in mortuary science, health, forensic science, biochemistry or related field and two (2) years of experience involving post-mortem examinations, one year of which shall have included leading the work of others.

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