DALLAS COUNTY JOB DESCRIPTION

Job Title: Autopsy Technician  
Job Code: 3012000  
Job Grade: 09

Reports To: Autopsy Room Supervisor  
Pos No: TBD  
SIC Code: 9431  
WC Code: 8810

Department: Institute of Forensic Sciences  
Loc. Code: 3822225  
FLSA Code: N

Division: Office of the Medical Examiner  
CS Code: C  
EEO Code: C04

Summary of Functions: Assists medical examiners and pathologists with all aspects of autopsy room operations, including related administrative/clerical duties.

Duties and Responsibilities

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<tr>
<th></th>
<th>% of Time</th>
<th>Essential Non-essential</th>
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<tr>
<td>1. Assists medical examiners or pathologists with external examinations and autopsies by preparing work materials and body for examination using established protocols.</td>
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<tr>
<td>2. Assists medical examiners or pathologists in conducting external examinations and autopsies, and collecting and labeling specimens and evidentiary materials.</td>
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<td>3. Performs daily autopsy room maintenance activities, including cleaning room and equipment, washing scrubs and towels, and sharpening cutting tools.</td>
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<td>4. Performs various autopsy administrative support activities, including transporting toxicology specimens to laboratory, ensuring cultures/specimens are picked-up by referral lab, maintaining records of stored tissue specimens and retrieving specimens as needed, maintaining x-rays, maintaining supply inventory, assists with maintenance of autopsy equipment, and participating in quality control activities.</td>
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<td>5. Testifies in legal proceedings regarding chain-of-custody.</td>
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<td>6. Performs morgue clerk duties as required.</td>
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<td>7. Performs related duties as assigned.</td>
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Minimum Qualifications:

Education, Experience and Training:
Graduation from an accredited high school/GED Program. One (1) year of work related experience or 15 hours of college or combination of the two.

Special Requirements:
Must possess knowledge of human anatomy; thorough knowledge of standard autopsy room protocols and the ability to follow instructions; the ability to perform repetitive tasks with reduced supervision; skilled in the use of autopsy room equipment such as bone saws, knives and needles; ability to write accurately and legibly; ability to work cooperatively; familiarity with PCS and standard applications; ability to use good safety practices and precautions including the use of personal protective equipment. Must pass criminal background check.

Physical/Environmental Requirements:
The primary work area is an autopsy room, with routine, potential exposure to biological and/or chemical hazards. There is routine exposure to odorous specimens and chemicals and graphic visual situations. Prolonged, extensive, or considerable standing/walking; lifts, positions, pushes, or transfers bodies; lifts supplies, equipment; considerable reaching stooping, and bending; manual dexterity and visual acuity sufficient to execute standard protocols.

Hay Points:        KH:       PS:       AC:       TTL:       pts
Supervisor’s Signature ______________________________________________________________________ Date __________________

Reviewed by Human Resources/Civil Service:________________________________________(Date)____10/2003_______

Approved by Civil Service Commission: __________________________________________________________ 10/20/2003

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.