

MEDICAL EXAMINER TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for conducting on scene and hospital investigations that result from accidental, suicidal, criminal, suspicious or undetermined causes. Conducting investigations will include interviewing witnesses, recording detailed observations of the scene, obtaining physical and trace evidence and conducting follow-up investigations. This position will also assist with autopsies by performing body dissections utilizing appropriate techniques, equipment and universal precautions. The work is performed under the general direction of a higher level supervisor with considerable leeway for the exercise of independent judgement. Supervision is not a function of this position, however, some guidance may be exercised over clerical staff. Lastly, the Medical Examiner Technician must be able to work weekends, holiday, evenings and other than normal work schedules.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbent in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Prepares bodies for postmortem examination which includes undressing, washing, placing bodies on autopsy table, placing inside a body bag and removing bodies to storage;
2. Assist Medical Examiner with dissection, positions body for photography/radiography; and assist in the performance of the autopsy;
3. Coordinates release of properly labeled specimens to laboratories including all sample labels;
4. Prepares bodies for viewing and transfers cleaned remains into body bags for pick up by funeral directors and ensures ID tags are properly labeled;
5. Cleans and maintains autopsy room and equipment; stores, maintains and logs autopsy room supplies and specimens, and reorder supplies;
6. Maintains safe working environment which conforms to standards for toxic material use, storage and disposal of wastes, including biological waste;
7. Investigates death scenes and performs a variety of specialized technical tasks such as initial body examinations and interviewing witnesses to obtain information for the Medical Examiner;
8. Prepares full report on death scenes including recording detailed observations, taking forensic photos, and uploading photos and case records into a database management program;
9. Takes official possession of body and arranges for transport to Medical Examiner's Office;
10. May testify in court and serve as an expert witness;
11. Prepares, downloads, and prints documents (labels, lab request, coversheets, etc) for autopsy case reports and arranges for pick-up;
12. Responds to phone inquiries, provides information on policies and procedures, and researches non-routine questions or forwards to appropriate staff members;
13. Greets and allows appropriate individuals entry into facility;
14. Performs a variety of clerical duties which include entering and updating databases, scanning files, filing paperwork, and opening, sorting and distributing the mail.

MEDICAL EXAMINER TECHNICIAN (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of modern theories and practices in order to investigate deaths, perform autopsies, and dissect human bodies;
Knowledge of all governing laws, rules and regulations relating to a medical examiner's program, collection of evidence, and conducting forensic investigations;
Knowledge of laboratory equipment, procedures and techniques in order to conduct autopsies;
Good knowledge of a variety of software packages for word processing, data collection and spreadsheets;
Skill in operating office equipment to produce work accurately and efficiently;
Ability to work cooperatively with professionals;
Ability to deal sympathetically and objectively with people under stress;
Ability to remain calm and act effectively in tense and potentially difficult situations;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelor's degree in Forensic Science or related field;
OR: (B) Associate's degree in Mortuary Science and licensed as a New York State Funeral Director;
OR: (C) Associate's degree and two (2) years of full-time paid work experience as a medicolegal death investigator and/or autopsy technician;
OR: (D) Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid work experience as indicated in (C) above;
OR: (E) An equivalent combination of education, training and experience between the limits of (A) and (D) above.

Note: Completion of 30 college credits towards a Master's degree in forensic science, may be substituted for a Bachelor's degree in Forensic Science.

Note: Your degree or college credit 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.

SPECIAL REQUIREMENT:

Possession of a valid Driver License to operate in New York State at time of application and to maintain the position.

ADOPTED: 02/26/18
REVISED: 05/16/18 6/26/2020