

MORTUARY TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for assisting with autopsies in the Medical Examiner's office. Under the direction of the Medical Examiner, this person assists in the conduct of autopsies by performing body dissections by utilizing appropriate techniques, equipment and universal precautions. Incumbents perform all the functions and duties of a diener for the purpose of obtaining a pathological diagnosis. Responsibility also involves the cleaning and maintenance of the morgue and autopsy equipment and processing paperwork in relation to the Medical Examiner's office. Work may be subject to shift assignment, call-back and weekend/holiday coverage. This position works under the supervision of the Medical Examiner or Deputy Medical Examiner. Supervision over the work of others is not a function of this position.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this class are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Prepares bodies for autopsy/examination which includes undressing, washing, placing bodies on autopsy table and removing bodies to storage;
2. Assists Medical Examiner with dissection;
3. Positions body for photography/radiography;
4. Draws body fluids for toxicology, removes organs, weighs, measures and prepares body organs for pathology;
5. Prepares specimens and slides for the lab, labels all samples and records all pertinent information;
6. Prepares bodies for viewing by next of kin and for pick up by funeral directors;
7. Ensures ID tags are properly labeled;
8. Cleans and maintains autopsy room and autopsy equipment;
9. Stores, maintains and logs autopsy room supplies, including specimen equipment and protective clothing for use in the morgue;
10. Maintains safe working environment which conforms to standards for toxic material use, storage and disposal of wastes, including biological waste;
11. Restricts access to morgue to appropriate personnel and secures bodies, personal effects and evidence in the morgue;
12. Performs a variety of support functions such as record keeping, filing, maintaining logs, keeping inventory, etc.

MORTUARY TECHNICIAN (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES:

Good knowledge of biology, anatomy and the methods used in the preservation and the preparation for autopsy examinations, including universal safety precautions;
Good knowledge of anatomy and physiology as they relate to forensics; good knowledge of specimen types and preparation techniques;
Good knowledge of forensic instrument use and maintenance;
Skill and dexterity to manipulate small instruments and equipment;
Ability to maintain accurate records;
Ability to interact with a variety of people for the purpose of exchanging information concerning programs;
Ability to keep autopsy room in good working order;
Ability to work with decomposed bodies and bodies of deceased persons, including lifting, dressing/undressing bodies and taking tissue and fluid samples;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position (required to lift and move bodies).

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and one year of work experience assisting in the performance of autopsies in a hospital, pathology laboratory or medical facility.

NOTE: Experience may be substituted for education on a year for year basis.
Experience doing embalming for a funeral home may also qualify depending upon the experience.

SPECIAL REQUIREMENTS:

Possession of a New York State Driver License

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ADOPTED: 01/01/06

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