

FORENSIC TECHNICIAN

CODES/PAY RANGE

Class Code: 1312

EEO Code: C

Pay Range: 118

MAJOR FUNCTION

Technical work assisting the Medical Examiner in performing autopsies.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Prepares morgue facility for autopsy procedures including setting out surgical instruments, laboratory supplies and transferring of body to autopsy table.

Performs facility maintenance and ensures cleaning standards are followed. Duties include cleaning/sterilizing of instruments, washing uniforms, mopping and cleaning floors, autopsy trays, tables and performing related facility services. Ensures compliance with federal, state, county and other local regulations, standards and procedures.

Responsible for printing all forms and documentation from the Medical Examiner Case Management database prior to autopsy. Prints specimen labels and affixes labels to toxicology and histology specimen containers prior to autopsy. Completes all pre- and post-autopsy external examination forms and other documentation.

Photographs the body to establish identification, bullet wounds, fractures, knife wounds, bruises, unusual marks, etc. Notes special identification marks, property inventory, autopsy date, time and number, any past medical history, rigor, lividity, temperature, height, weight, and other pertinent information.

Responsible for obtaining fingerprints and collecting and processing specimens in accordance with written procedures. Prepares toxicological and histology specimens for shipping to the appropriate laboratory for analyses.

Operates x-ray machine and develops x-rays prior to autopsy for examination by the Medical Examiner.

Under the direction of the Medical Examiner, actively assists in autopsy procedures including surgical dissection as directed by the Medical Examiner. During autopsy, photographs any findings of the Medical Examiner that he/she wants recorded.

Responsible for following all written procedures for release of the body to a funeral home after the postmortem examination. Assists funeral home with removal of the body from the Medical Examiner facility. May supervise organ and tissue harvesting procedures by tissue procurement agencies. Maintains equipment and keeps up supplies in the morgue for the Medical Examiner. Maintains various specimens for the Medical Examiner.

May assist the forensic investigator with intake and scene response documentation. If necessary, responds to death scenes to assist the forensic investigator in the collection of evidence and documentation. May photograph the body at the scene and collect all physical evidence in direct contact with the body. May assist the investigator with transporting the body to the morgue.

May be designated a lead worker to supervise other Forensic Technicians in the Morgue Section.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of anatomy and morphology. Knowledge of aseptic procedure for morgue area. Working knowledge of forensic pathology, GSR recovery and fingerprint techniques. Some knowledge of crime scene investigation/documentation and/or evidence collection.

Ability to understand and follow oral instructions in exact detail. Ability and willingness to work with cadavers. Ability to perform assigned tasks according to medically prescribed procedures and to make accurate observations and records of results. Sufficient strength to lift and move cadavers and other heavy items such as boxes and materials. Ability to work weekends and nights when necessary. Ability to use surgical instruments and office equipment.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of G.E.D. and three (3) years experience in a medical laboratory, autopsy room or surgical ward.

Possession of a valid Florida driver's license.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Heavy to very heavy work. Ability to lift, pull, push, feel, see (color, acuity, depth perception), carry, walk, stoop, kneel, bend, handle, finger dexterity, talk.

Environmental Demands: Inside and outside work. Ability to tolerate exposure to odors, chemicals, fumes, inclement weather. Exposure to human remains and body fluids.

Mental Demands: Ability to read and comprehend scientific, medical and technical reports and documents; memos, evaluations, safety rules, letters. Ability to perform general mathematical functions. Ability to write compound sentences relaying information, data and details. Ability to speak clearly and concisely relating information.

Revised 6/07

New 1/05