

WEBB COUNTY JOB DESCRIPTION

TITLE: AUTOPSY TECHNICIAN/TRANSPORTER

DEPARTMENT: MEDICAL EXAMINER

BASIC FUNCTIONS AND RESPONSIBILITY:

Must be able to report to scenes in a timely manner to transport decedents to office. Must assist the Medical Examiner in the autopsy suite with the exams. Must maintain the cleanliness of the autopsy suite.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Reports to death scenes when called to transport decedents.
2. Assists in scene investigations when asked.
3. Prepares decedents for exams by placing them on the autopsy table.
4. Prepares and readies all necessary supplies and equipment for autopsies.
5. Lifts, turns and positions decedent as asked by the Medical Examiner.
6. Assists in eviscerating the body and removing organ blocks under the supervision of the Medical Examiner.
7. Cleans and sutures the decedent after the autopsy.
8. Thoroughly cleans the autopsy suite on a daily basis.
9. Maintains inventory of autopsy supplies.
10. Logs decedent in office registry and on board when transporting in.
11. Takes radiographs using proper safety equipment.
12. Releases decedents from office using proper policies and procedures.

QUALIFICATION STANDARDS:

- Must have a high school diploma or GED
- Good working knowledge of human anatomy
- Fluent speaking and writing English
- Texas Driver’s License, current and valid with clean driving record

SKILLS AND ABILITIES:

- Excellent interpersonal skills and ability to deal with grief

PHYSICAL REQUIREMENTS:

- Must be able to load 200+ pounds on stretcher and lift stretcher and load into vehicle
- Must be able to turn, pull and roll 200+ pounds and move from table to gurney
- Must be able to work outdoors as needed
- Must be able to stand for long periods of time
- Must be able to tolerate strong odors

OTHER REQUIREMENTS/INFORMATION:

- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, motor vehicle record (MVR) and criminal background checks are required.
- This position *is* covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

SUPERVISORY: Supervised directly by MEDICAL EXAMINER

ACKNOWLEDGEMENT:

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

PRINTED NAME

PRINTED NAME

PRINTED TITLE

PRINTED TITLE

DATE

DATE