



Autopsy Technician

Medical Examiner

ME/3
Pay Grade: 14

JOB SUMMARY

This position completes technical duties related to the performance of autopsies.

MAJOR DUTIES

- Prepares decedents for examination.
- Places decedents on autopsy table.
- Assists with autopsies, including eviscerating decedents; obtains DNA samples.
- Takes photographs and x-rays of decedents.
- Cleans and maintains autopsy suite.
- Reports to scene of death and transports decedent for autopsy.
- Maintains autopsy supply inventory; makes purchases as needed.
- Perform any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the principles of pathology and forensic pathology.
- Knowledge of state and federal laws regarding the performance and reporting of autopsies.
- Knowledge of court protocols for forensic examiner testimony.
- Knowledge of computers and job related software programs.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise reports.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Chief Medical Examiner assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Texas Code of Criminal Procedures, Texas family codes, and Texas health safety codes. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. The unique nature of each case contributes to the complexity of the position.
- The purpose of this position is to perform technical duties in the autopsying of decedents. Success in this position contributes to the efficient and effective completion of autopsies and the accurate recording of autopsy results.

CONTACTS

- Contacts are typically with coworkers, law enforcement personnel, physicians, nurses, emergency medical personnel, attorneys, judges, decedents' next-of-kin, and the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while standing, walking, bending, crouching or stooping. The employee frequently lifts heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office, an examination room, at scenes of death, and outdoors, occasionally in cold or inclement weather. The employee may be exposed to dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective device such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

- Must possess a valid and current Texas driver's license.
- 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.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Must have a high school diploma or GED from an accredited institution.

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's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date