



## **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 by placing them on autopsy table.
- Prepares and readies all necessary supplies and equipment for autopsies.
- Assists with eviscerating decedents; obtaining DNA samples under supervision of the Medical Examiner
- Takes x-rays of decedents.
- Cleans and sutures decedent after the autopsy.
- Cleans and maintains autopsy suite.
- Reports to scene of death and transports decedents.
- Maintains autopsy supply inventory.
- Intakes and Releases decedents from office using Policies and Procedures.
- Perform any other duties as assigned.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of the basic principles of anatomy and physiology.
- Knowledge of state and federal laws regarding the performance of autopsies and reporting of deaths.
- Knowledge of computers and job related software programs.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in oral and written communication.

- Ability to communicate in English and Spanish, preferred.

## 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

- Must be able to load 200+ pounds on stretcher, lift stretcher, and load into vehicle.
- 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.

**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, preferred but not required.
- Must have a high school diploma or GED from an accredited institution.

**OTHER REQUIREMENT/INFORMATION**

- 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.

**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.

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Employee's Signature	Print Name	Date
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Supervisor's Signature	Print Name	Date
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