

Class Concept

Work in this class involves the professional oversight and daily management of a full-scale medicolegal postmortem autopsy facility. This position directs the day to day operation of the autopsy facility, oversees the equipment maintenance, facility upkeep, and supplies needed for efficient facility operations. This position schedules workloads for a six-day work week and supervises a team of autopsy technicians who assist and support the performance of medicolegal autopsies under the direction of board-certified forensic pathologists. This position also participates in the performance of the more complex procedures in a postmortem examination process. The employee provides technical assistance to forensic pathologists in the performance of postmortem medicolegal examinations. This position manages the process for receiving and releasing human remains. Additional duties include taking postmortem x-rays, photographs, and supporting the detailed planning and handling of multiple fatality incidents. Work is performed under the general supervision of the Deputy Chief Medical Examiner.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of autopsy techniques and procedures, x-rays, photographic techniques and procedures, preservation of evidence and planning for and handling mass disasters.
- Considerable knowledge of human anatomy and pathology.
- Working knowledge of the Office of the Chief Medical Examiner administrative policies and procedures.
- Ability to supervise and manage an autopsy facility.
- Considerable knowledge of investigative and identification procedures and techniques.
- Working knowledge of law enforcement requirements for criminal investigations.
- Basic knowledge of firearms, ballistics and law enforcement procedures.
- Skilled in the taking of finger and palm prints.
- Basic knowledge of funeral service practices.
- Skill in written and oral communication.
- Ability to collect, document, and report information supportive of a death scene inquiry.
- Ability to establish and maintain effective working relationships with the Medical Examiner staff, law enforcement agencies and the public.

Minimum Education and Experience

Bachelor's degree in biological or forensic science from an appropriately accredited institution and five years of experience in a forensic pathology autopsy facility; or an equivalent combination of education and experience.