Class Concept
Positions in this class perform entry-level work and assist with the performance of medicolegal autopsies This includes ensuring compliance with OSHA and OCME safety policies while performing eviscerations, gross anatomic dissections, obtaining specimens for microscopic examination, disposing of medical waste appropriately and cleaning and storing the body. This position also coordinates the release and receipt of the body, cleans, and disinfects the facility and equipment per established protocols and handles evidence in accordance with established rules for preserving the chain of custody of evidence. This position takes photographs of the body as well as radiograph procedures as needed. Position also handles all record keeping and data entry in regard to logging information into the Medical Examiner Information System (MEIS).

Position assists in coordinating investigations with law enforcement and public health agencies, especially in the event of a suspected bioterrorism outbreak or other mass fatality. The position is more closely supervised than the next level in the series.

Recruitment Standards

Knowledge, Skills, and Abilities
•Knowledge of criminal justice/forensic science or funeral homes/mortuary science
•Ability to prioritize and multitask
•Ability to understand and follow complex oral and written instructions
•Ability to learn and use computer documentation and communication
•Ability to maintain confidential information
• Knowledge of investigative and identification procedures and techniques.
• Skill in excellent 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, transporters, and the public

Minimum Education and Experience
Associate degree in the biological/anatomical, forensic, mortuary/funeral, or criminal justice sciences from an appropriately accredited institution; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.