

Job Title	Morgue Attendant	
Reports to:	Morgue Supervisor	Revised 09-2022
Department	Morgue	
Position Description	Under general supervision; receiving and releasing of decedents; ensures correct identification case numbers for decedents are in the case management system; secures and transfers valuables/property. Working conditions are in a morgue area with exposure to temperature variations, damp-wet surfaces, decomposing cadavers, infectious diseases, and unfavorable odors. Shifts may be fixed or rotating at management's discretion.	
Major/Essential Functions	<ol style="list-style-type: none"> 1. Accept and release bodies. 2. Process and act on information related morgue duties; corresponds with next-of-kin for funeral home information, contacts funeral home for releasing of decedents, and routine inquiries to assist the general public or supporting agencies. 3. Assist in searches for next-of-kin 4. Ensure proper identification of human remains to ensure accurate release. 5. Populate database with information and retrieve information from database 6. Operate and support needs for copier/fax/scan machine. 7. Communicate effectively with supervisor the need for coverage and/or assistance. 8. Assist with inventory of supplies. 9. Ensures safe and effective working environment by maintaining clean work areas, equipment, and instruments. 	
Occasional Duties	<ol style="list-style-type: none"> 1. Special Project(s) as assigned 2. Other duties as assigned 	
Qualifications	The ideal candidate has one-year experience working in a morgue, or an equivalent combination of education and experience. Ability to communicate effectively, both verbally and in written format; ability to maintain effective working relationships with co-workers, County employees, government agencies, outside organizations, the news media, and the general public. Knowledge of ORC 313 and related sections; knowledge of evidence collection and transfer techniques; knowledge of human anatomy; knowledge of criminal justice system; knowledge of medical terminology; knowledge of health and safety standards and practices. Ability to secure work area; ability to operate personal computer, facsimile, copier, and digital cameras. Must acquire and maintain valid Ohio driver's license. Employment offers will be contingent on the successful completion of a background check and drug screen. The use of medical marijuana or cannabidiol (CBD oil) shall not be permitted. English is the official language of this position.	
Preferred Qualifications	Associate degree in related health care or forensic field or equivalent experience.	
Security Sensitive?	Yes	
Physical Demands	Physical requirements include lifting-carrying of 100-250 lbs. constantly; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard. Subject to smelling, handling, walking, sitting, standing, bending, reaching, and twisting to perform the essential functions.	
Additional Requirements	Position may require any or all of the following: <ol style="list-style-type: none"> 1. FEMA ICS 100, 200, and 700 courses 2. Franklin County Human Resources Courses (Ethics, Customer Service, Multicultural Awareness, First Aid/CPR/AED, and CRASE) 	
Pay	Starting \$ 19.58/hr	
Regular or Temporary Essential Status	Regular Essential	
Full time or Part time	Full-time	
Classified or Unclassified	Classified	
Bargaining Unit	Non-bargaining	
FLSA	Non-exempt	
Job Category	Technical & Entry Level	
Schedule	Shifts may be fixed or rotating at management's discretion.	