



Franklin County Coroner's Office Internships

Job Title	Intern - Toxicology
Reports to:	Department Supervisor; FCCO Education Coordinator
	Revised 08/2025
Job Category	Internship, unpaid
Department	Toxicology
Position Description	<p>Under direct supervision, the primary purpose of the internship position is to provide hands-on experience in which the student will work to identify drugs and poisons in biological matrices in a forensic laboratory. Students will learn extraction techniques to isolate drugs from biological specimens and instrumental analysis for to produce qualitative and quantitative analytical results. Students will become familiar with pharmacokinetic and pharmacodynamic attributes of drugs of abuse. Working conditions are in an office and laboratory environment; additionally, there are areas that may contain damp-wet surfaces, decomposing cadavers, infectious disease, hazardous materials and unfavorable fumes, vapors and odors.</p>
Major/Essential Functions	<ol style="list-style-type: none">1. Operate word processing equipment to prepare documents to support the work of the Coroner's Office.2. Populate and retrieve information from laboratory information management database.3. Operate copy/fax/scan machine; file documents.4. Organize, archive, produce and send Coroner documentation.5. Locate staff members and deliver messages in a timely fashion.6. Prepare written correspondences.7. Accession autopsy specimens maintaining chain of custody.8. Perform drug extractions and tests in the laboratory.9. Operate analytical instrumentation and process data.
Occasional Duties	<ol style="list-style-type: none">1. Assist with special projects or may complete a research project/presentation.2. Assist with inventory of supplies.3. Cleaning and other duties as assigned.4. Observe Pathology, Morgue, Front Office, and Investigations areas (time permitting).
Qualifications	<p>REQUIREMENTS: Interns must be at a minimum, to have college junior, senior, or graduate standing, to have a minimum G.P.A. of 3.0, and to be at least 18 years of age. Interns must have completed a class and lab in organic chemistry.</p> <p>The ideal internship candidate is currently enrolled in an accredited university, college or institution with a focus in Forensic Science, Chemistry, Biology, or another related field in the natural or applied sciences. The student will have the ability to respond and communicate effectively, both verbally and in writing; ability to understand, produce and proof technical materials; ability to detect and correct typing errors; ability to compose correspondence; ability to maintain effective professional relationships with FCCO employees and government agencies, outside organizations and the general public. Ability to secure their work area; ability to operate a personal computer, facsimile, copier. English is the official language of this position.</p>
Preferred Qualifications	Knowledge base or course work in forensics, criminal justice, chemistry, biology, medical terminology, health and safety standards and practices.
Security Sensitive?	Yes
Physical Demands	Physical requirements include lifting-carrying of 50 lbs. for short periods; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard. Subject to handling, walking, sitting, standing, bending, reaching and twisting to perform the essential functions.
Additional Requirements	Cover letter indicating specific department/area of interest and a resume or curriculum vitae including relevant course work and experience. Successful BCI Background check and drug test is required.