

Franklin County Coroner's Office

Position Title	Intern (rotation)
Reports to	Department Supervisor(s); FCSC Internship Coordinator
Job Category	Internship, unpaid
Department	Morgue/Histology, Investigations, Case Management (rotation)
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 with deceased humans, evidence and forensic processing, clothing/property, fingerprinting, photography, histology, cataloging, and coordinating records for digitizing. The student will observe the morgue technician during evisceration of cadavers; morgue attendants with releasing and receiving of decedents, forensic investigators with response to death scenes, case management for processing of public records requests.</p> <p>The FCFSC internship program provides training in several forensic disciplines with minor exposure to some of the other areas in which the student can learn/observe. Working conditions are in morgue, histology lab, inclement weather, and office environment; areas are damp-wet surfaces, hazardous-toxic atmosphere, decomposing cadavers, infectious disease, hazardous materials and unfavorable fumes, vapors and odors. Some of these duties include but not limited to:</p>
Major/Essential Functions	<ol style="list-style-type: none"> 1. Assist in the preparation and clean up for examinations 2. Assists in admitting and releasing procedures, as needed. 3. Observe and may assist in evisceration. 4. Operate copy/fax/scan machine and file documents. 5. Organize, archive, and produce Coroner documentation. 6. Locate staff members and deliver messages in a timely fashion. 7. Prepare written correspondences as needed. 8. Learn what types of deaths are reportable to the Coroner 9. Attend death scenes and learn the process of medicolegal death investigation (when permitted).
Occasional Duties	<ol style="list-style-type: none"> 1. Assigned with special projects.
Qualifications	<p>The ideal internship candidate is currently enrolled in an accredited university, college or institution with a focus in Anatomy, Biological Science, Forensic Sciences, Criminal Justice, Mortuary Science, Public Health, Public Administration, or related field. The internship are scheduled for one-semester and are unpaid; students are required at a minimum to work 16 hours a week, typically in two, eight-hour days, or three four-hour days. Students must be at a minimum, to have junior, senior, or graduate standing, to have a G.P.A. of 3.0, and to be at least 18 years of age. The student has the ability to effectively respond and communicate effectively, both verbally and in writing; ability to understand, produce and effectively proof technical materials; ability to detect and correct typing errors; ability to compose correspondence; ability to maintain effective professional relationships with FCSC employees and government agencies, outside organizations and the general public. Ability to secure work area; ability to operate personal computer, facsimile, copier. English is the official language of this position.</p>
Preferred Qualifications	<p>Knowledge base or course work in forensics, criminal justice, biological science, medical terminology, health and safety standards and practices.</p>
Security Sensitive?	Yes
Physical Demands	<p>Physical requirements include lifting-carrying of 100-150 lbs. constantly; 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.</p>
Additional Requirements	<p>Cover letter indicating specific area of interest, resumes/curriculum vitae including relevant course work and experience, letter of recommendation from program chair or advisor with the following: supports the candidacy, confirms the student is in good standing in their program, and confirms the student meets all other specified reequipments for eligibility. Prior to start of program: Successful BCI background check, drug screen.</p>