

Job Title	Morgue Attendant	
Reports to:	Morgue Supervisor	Revised 09-2024
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	<p>These duties are illustrative only. Position may perform some or all these duties or other job-related duties as assigned:</p> <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	<p>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.</p>	
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	<p>Position may require any or all of the following:</p> <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 Non-essential	
Full time or Part time	Full-time	
Classified or Unclassified	Classified	
Bargaining Unit	Yes	
FLSA	Non-exempt	
Job Category	Technical & Entry Level	
Schedule	Shifts may be fixed or rotating at management's discretion.	