

Job Title	Morgue Technician	Working Titles: Morgue Technician/Autopsy Technician
Reports to:	Deputy Chief of Morgue Operations, Chief of Investigations and Morgue Operations, Forensic Pathologists.	
	Revised 01-2020	
Pay	Starting \$21.04/hr	
Job Category	Medical & Technical, Classified/ Non-exempt, Bargaining Unit	
Department	MORGUE/HISTOLOGY	
Position Description	Under general supervision, eviscerates cadavers; prepares reports; secures and transfers valuables/evidence/specimen/ histology samples. Working conditions are in a morgue, histology laboratory 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"> <li>1. Prepare for autopsy and assists pathologist during autopsies by taking photographs and X-rays, evidence collection and documentation, and other duties as needed. Perform dissection, eviscerate body, open the calvarium, label, store, secure and deliver toxicology/histology specimens.</li> <li>2. Process and act on information related to morgue duties.</li> <li>3. Ensure proper identification of human remains.</li> <li>4. Ensures safe and effective working environment by maintaining clean work areas, equipment and instruments.</li> <li>5. Organize, archive, send and receive histology samples, slides and block. Receive histology documentation.</li> <li>6. Accept and release bodies.</li> </ol>	
Occasional Duties	<ol style="list-style-type: none"> <li>1. Assist with educational activities.</li> <li>2. Assist with inventory of supplies, evidence, and tissue specimens.</li> <li>3. Special projects as assigned.</li> </ol>	
Qualifications	The ideal candidate has one year experience in autopsy skills; or an equivalent combination of education and experience. Ability to effectively respond to inquiries, conflicts and public relations issues; ability to communicate effectively, both verbally and in writing; 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, digital cameras. Must secure and maintain a favorable background investigation from Ohio BCI and the Franklin County Sheriff's office; must acquire and maintain valid Ohio driver's license. English is the official language of this position.	
Preferred Qualifications	Bachelor's 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	Required completion during probationary period (180 Days): <ol style="list-style-type: none"> <li>1. FEMA ICS 100, 200, 700, and 800 courses</li> <li>2. Franklin County Human Resources Courses (Ethics, Customer Service, Multicultural Awareness, First Aid/CPR/AED, and CRASE)</li> </ol>	