

Job Title	Supervisor of Morgue Attendants and Property/Evidence
Reports to:	Director of Operations
	11-2021
Pay Range	\$55-65,000
Job Category	Administrative, Unclassified/Exempt
Department	INVESTIGATIONS
Position Description	<p>Under the direction of the Director of Operations, the position ensures efficient operations and administration of the morgue, ensures proper professional development and training of staff as related to department. Must work in cooperation and consultation with the Supervisor of Investigations and Supervisor of Morgue Technicians. Exercise discretion in applying goal and policy statements, in resolving any of the unit's service delivery problems, and in supervising assigned staff. Incumbents perform recurring, well-precedented duties using standard methods and techniques, and exercise discretion in following protocol, procedures, laws, and regulations in the performance of duties. This classification differs from the Morgue Attendant in that it supervises the latter and performs the more complex work of the unit. Working conditions are mostly in an office and morgue environment, but may include histology laboratory, working inside with exposure to temperature variations, damp-wet surfaces, hazardous-toxic atmosphere, decomposing cadavers, infectious diseases, hazardous materials and unfavorable fumes, vapors or odors. Hours as determined by operational needs.</p>
Major/Essential Functions	<ol style="list-style-type: none"> 1. Supervises, organizes, prioritizes, and assigns work of Morgue Attendants; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge. 2. Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; inventories department supplies; prepares purchase orders as needed; communicates with family members, pathologists, law enforcement personnel, funeral homes, hospitals, and investigators; coordinates with disaster response team and inventories safety equipment and supplies; works in the property/evidence room inventorying, securing, and releasing personal items/property of the deceased, and transferring items of evidence to toxicology or to law enforcement. 3. Receives and releases decedents into the Coroner's Office; ensures proper and correct identification of decedents; case numbers for decedents are in the case management system; photographs decedents with accompanying case number identification; takes photographs and may record external identification characteristics of deceased persons; verifies the catalog of clothing removed, secures decedents' clothing and property, may remove clothing to assist Morgue Technicians during examination; collects and documents specimens from hospital and law enforcement agencies; ensures receipt of proper authorizations for decedent to be released; records release of body documentation into case management system. 4. Receives calls regarding deaths for Coroner's Office from medical personnel, police, fire/EMS, or other individuals regarding death reports; obtains information regarding circumstances of decedent's death; enters information into case management system; determines if case is within County Coroner's jurisdiction (ORC 313); dispatches livery crews as appropriate.

	<ol style="list-style-type: none"> 5. Performs inventory control functions; maintains inventory of consumable items; obtains product information and quotes from vendor to submit to Fiscal Officer for purchase order. 6. Performs cleaning and maintenance of department equipment; maintains proper hygiene standards for workstation and wardrobe; sanitizes carts after a decedent is released; cleans and sanitizes coolers, floors, and walls upon contamination. 7. Ability to communicate and to develop and maintain effective working relationships with staff, family members, funeral homes/directors, law enforcement, doctors, departmental employees, and administrators
Occasional Duties	<ol style="list-style-type: none"> 1. May perform basic investigations of death report/call in event of staffing shortage 2. Conducts educational activities and training of department staff. 3. Other duties as assigned.
Qualifications	<p>The ideal candidate is a graduate from an accredited college or university with a associates degree in Forensic Science, Criminology, Criminal Justice, Law Enforcement, Paramedic or Emergency Medical Technician, Embalmer/Funeral Director, Morgue facilities, or another related field, three (3) years of experience in death investigations and must have three (1) year minimum of experience as a shift leader/supervisor, 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 crime scene investigation procedures; 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. Skill in identifying trauma wounds; skill in operating digital camera. Ability to secure work area; ability to operate personal computer, facsimile, copier. Must secure and maintain a favorable background investigation from Ohio BCI and the Franklin County Sheriff's office; pre-employment screening, must acquire and maintain valid Ohio driver's license. English is the official language of this position.</p>
Preferred Qualifications	Diplomate -Certified medicolegal death investigator with ABMDI.
Security Sensitive?	Yes
Physical Demands	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 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, 300, 700, and 800 courses 2. Franklin County Human Resources Courses (Ethics, Customer Service, Multicultural Awareness, First Aid/CPR/AED, and CRASE) 3. Ohio Sunshine Laws (completed annually)