

# County of Santa Cruz

INVITES YOU TO APPLY FOR:



## CORONER FORENSIC TECHNICIAN

Supplemental Questionnaire Required  
Open and Promotional  
Job # 23-RE2-02

Salary: \$8,186 – 10,362 / Month

Closing Date: Friday, January 5, 2024

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### County Equity Statement

*Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.  
Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.*

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**THE JOB:** Under general supervision processes and preserves deceased persons; assists pathologists in preparing human bodies for and in conducting autopsies for traumatic, unnatural or suspicious deaths; maintains facilities and equipment in a sterilized, disinfected manner; and performs other duties as required. **The list established will be used to fill a current Extra-Help<sup>1</sup> (temporary employment) vacancy and it may also be used to fill other vacancies during the life of the eligible list.**

**THE REQUIREMENTS:** Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

**Two years of training and/or certification in nursing, mortuary science or laboratory pathology that develops a working knowledge of human anatomy/physiology, autopsy procedures and equipment, and methods of removing organs or preparing bodies for mortuary.**

**OR**

**Two years of college coursework (60 semester units or 90 quarter units) in Nursing, Mortuary Science, Lab Path or related field.**

**OR**



**One year of experience equivalent to that of an Entry-level Coroner Forensic Technician, Hospital Morgue Attendant, Embalmer, Diener, Deputy Coroner, or Autopsy Assistant.**

**OR**

**One year of experience in a hospital or morgue that would provide a working knowledge of hospital, laboratory, morgue or mortuary sanitation methods and procedures.**

**SPECIAL REQUIREMENTS/CONDITIONS: License:** Possession of a California Class C driver's license issued by the State Department of Motor Vehicles. **Background Investigation:** Successfully pass a complete background investigation. **Special Working Conditions:** The ability to see well enough to examine deceased persons and to assist with autopsies; to stand for long periods of time; to hear telephone and face-to-face conversations; and to speak clearly to serve as witness in coroner cases. Physical strength to lift and move bodies from gurneys to autopsy tables and to assist with autopsies. Manual and finger strength and dexterity sufficient to operate surgical instruments such as scalpel, bone cutters, scissors, knives, sewing needles and thread to assist with autopsies. Possess a sense of smell to detect chemical odors. Willingness to work flexible hours, which may include weekends, holidays, and shift work. Mentally and physically capable of performing the classification's essential functions as summarized in the typical tasks section of this job specification.

**Knowledge:** Working knowledge of surgical instruments, equipment, supplies and procedures used to assist a pathologist in performing medico-legal autopsy examinations; basic anatomy, physiology, dissection, medical terminology, rules of evidence regarding chain of custody and methods to preserve and safeguard evidence; applicable laws and regulations, health and safety codes and precautions for handling and preparing deceased persons and for contagious disease control; and modern cleaning and disinfection methods and practices of cleaning floors, walls and fixtures.

**Ability to:** Operate and maintain surgical instruments, equipment and supplies when assisting in performing medico-legal autopsy examinations; prepare clear and concise reports and keep accurate records; process and preserve deceased persons for autopsies and perform diener services after autopsy; maintain facilities and equipment in a sterilized manner; follow written and oral instructions of a technical nature; establish and maintain effective working relationships with those encountered in the course of work; work with bodies of deceased persons of all ages, including those associated with traumatic deaths and those infested with insects and vermin; and tolerate unpleasant odors such as those from decomposed bodies and preservative chemicals.

**THE EXAMINATION:** Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

**HOW TO APPLY:** Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

**Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.**

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

### **CORONER FORENSIC TECHNICIAN- SUPPLEMENTAL QUESTIONNAIRE**

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

**NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.**

1. Describe any experience you have assisting a forensic pathologist or other medical physician performing pathology related services.
2. Describe your training and experience in the identification, collection, documentation, and preservation of physical evidence or medical specimens.
3. Describe any specialized training or experience you have received which directly relate to the duties of a Coroner Forensic Technician as described in the job announcement.

## **EMPLOYEE BENEFITS:**

**ANNUAL LEAVE** – 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

**HOLIDAYS** – 14 paid holidays per year.

**BEREAVEMENT LEAVE** – 3 days paid in California, 5 days paid out-of-state.

**MEDICAL PLAN** – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

**DENTAL PLAN** – County pays for employee and eligible dependent coverage.

**VISION PLAN** – County pays for employee coverage. Employee may purchase eligible dependent coverage.

**RETIREMENT** – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

**LIFE INSURANCE** – County paid \$20,000 term policy. Employee may purchase additional life insurance.

**DISABILITY INSURANCE** – Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

**DEPENDENT-CARE PLAN** – Employees who make contributions for child or dependent care may elect to have their contributions made utilizing “pre-tax dollars.”

**H-CARE PLAN** – Employees who pay a County medical premium may elect this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA)** – Employees may elect this pre-tax program to cover qualifying health care expenses.

**DEFERRED COMPENSATION** – A deferred compensation plan is available to employees.

Extra-help employees receive a \$2.00 / Hour differential and do not receive benefits. Extra-help employees cannot work more than 999 hours in a fiscal year and are covered by Social Security. Extra-help employees are used for employment on short-term projects; on a seasonal basis to meet recurrent work peaks; employment on an as-needed basis to meet peak workload, emergency, or other unusual situations.

**Note: Provisions of this bulletin do not constitute an expressed or implied contract.**

**County of Santa Cruz**

[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)

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