

Job Title:	Forensic Technician Supervisor	Position Number:	50588770
Department:	Forensic Center	Job Family:	Medical
FLSA Status:	Non-Exempt	Date:	11/21/2023
Market Range:	MR09	New or Repost:	New

Market Range: 09

Hiring Salary Range: \$22.77/Hourly

THIS IS A GRANT FUNDED POSITION

JOB SUMMARY/ESSENTIAL JOB FUNCTIONS: The Forensic Technician Supervisor provides autopsy assistance to staff pathologists and plans, organizes, and directs the training of autopsy technicians with autopsy procedures and related activities. Specific duties include transporting the deceased between the morgue and the autopsy room; lifting and transferring of body between the cart and the table; preparing body for autopsy; ensuring specimens are handled and stored appropriately, and preparing the deceased's body for the funeral home.

DUTIES AND RESPONSIBILITIES:

1. Sets up, operates, and maintains various instruments and specialized autopsy equipment.
2. Assigns daily autopsy cases to technicians and non-autopsy tasks including but not limited to toxicology, histology, stocking, and custodial tasks.
3. Collects forensic evidence and maintains chain of custody, as required.
4. Enters evidence into a computer database.
5. Prepares bodies for postmortem examinations and releases to funeral homes.
6. Washes, dries, measures, and positions bodies.
7. Prepares and preserves tissues and specimens.
8. Performs body dissections, takes quality photographs, and collects fingerprints for identification purposes.
9. Manages the monthly schedule and assigns workdays for technicians including authorizing overtime, annual and sick leave, and adjusting staff levels for annual/sick leave.
10. Performs initial training, coaching, remedial training, and documentation of technician performance.
11. Reports maintenance issues affecting autopsy operations, coordinates repairs, and informs leadership.
12. Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION: Bachelor's Degree in Medical Science, Forensics, or a similar field of study.
(TRANSCRIPT REQUIRED)

EXPERIENCE: Two (2) years of experience performing autopsies including forensic autopsies. *(Experience working in medical examiner's office, managerial experience, and certification as a Pathologists Assistant.*

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of anatomy and ability to perform autopsy procedures.
- Knowledge of medical examiner office functions.
- Knowledge of forensic pathologist needs.
- Excellent communication skills.
- Proficient computer skills to include Microsoft 365.
- Ability to use a digital camera with good photography skills.

LICENSES/CERTIFICATIONS: Must pass a criminal background check, drug screen, and possess a valid driver's license.

PHYSICAL DEMANDS, WORK ENVIRONMENT, & OTHER REQUIREMENTS:

While performing the duties of this position, the incumbent is regularly required to do the following:

- Ability to stand for long periods of time, lift, carry, push, pull, bend, sit, climb, and stoop.
- Ability to lift and/or maneuver bodies and equipment.
- Ability to properly handle and dispose of hazardous materials.
- Ability to wear personal protective equipment provided due to exposure to biohazardous and/or chemically hazardous materials.

WORK SCHEDULE: This position may be frequently required to work weekends.