



County of Los Angeles PATHOLOGISTS' ASSISTANT

SALARY	\$8,861.92 - \$11,942.18 Monthly \$106,343.04 - \$143,306.16 Annually	LOCATION	Los Angeles County, CA
JOB TYPE	Full time	JOB NUMBER	P5036A-R
DEPARTMENT	MEDICAL EXAMINER	OPENING DATE	12/15/2025
CLOSING DATE	Continuous		

Position/Program Information



EXAM NUMBER:

P5036A-R

TYPE OF RECRUITMENT:

We welcome applications from everyone!

WHEN TO APPLY:

The application filing period will begin on Tuesday, December 16, 2025, at 8:00 a.m. (PT). We will keep accepting applications until the position is filled. The application window may close unexpectedly once we have enough qualified candidates.

ABOUT THE MEDICAL EXAMINER:

The [Department of Medical Examiner](#) investigates and determines the circumstances, manner, and cause of all violent, sudden, or unusual deaths occurring within Los Angeles County.

In 2024, approximately 18,000 deaths were reported to the Department, and we investigated 11,452 of those cases. Each year, we conduct thousands of postmortem examinations, including full autopsies, partial autopsies, and external examinations. This level of activity, along with the complexity and sensitivity of the cases handled—including numerous high-profile investigations—makes the Department one of the largest and most technologically sophisticated medical examiner’s offices in the world. Our work is supported by advanced tools such as postmortem X-ray and CT imaging,

which enhance our ability to determine cause and manner of death with accuracy and precision.

Check Out Our Outstanding Benefits!

The County of Los Angeles offers an excellent benefits package that includes a Cafeteria Benefit Plan, Contributory Defined Benefit Retirement Plan, Deferred Compensation & Thrift Plans, and 13 paid Holidays. [Click here](#) to see a list of employee benefits.

FOLLOW US ON SOCIAL MEDIA!



WHAT YOU WILL DO!

As a [Pathologists' Assistant](#), you will work under the supervision of a licensed pathologist to prepare and perform gross examinations and dissections of anatomic pathology specimens, as well as assist with human postmortem examinations.

Essential Job Functions

- Prepares surgical specimen for pathology gross examination through a comprehensive macroscopic examination and evaluation of all surgical pathological specimens, including measuring, weighing, inking margins, dissecting, and sectioning tissues.
- Obtains relevant clinical information, identifies necessary techniques or procedures, describes gross anatomic features of specimens, dissects surgical specimens, and prepares tissue for histological examination.
- Obtains related clinical history (i.e., scans, x-rays, and laboratory data) to direct the processing of specimens. Obtains biological specimens for studies, such as flow cytometry, image analysis, immunohistochemistry, etc.
- Assists the Pathologist with rendering the provisional gross anatomic diagnosis, through observations made in dissection.
- Performs frozen sectioning and staining for intraoperative consultation.
- Performs biomedical photography of specimens.
- Performs postmortem examinations including external examinations, in situ organ inspections, evisceration, dissection and recording of applicable data.
- Moves bodies from crypt to autopsy table and manipulates other large surgical specimens.
- Updates and maintains laboratory databases and orders supplies for the grossing and frozen section rooms.
- Fulfills administrative duties in the grossing room, including coordination of specimen type to grossing station, accessioning specimens, managing holding times for stored specimens after processing, and managing inventory.
- Assists in troubleshooting workflow issues and recommends changes using process improvement techniques.
- Acts as a preceptor and assists Pathologist in training pathology residents and other pathology lab personnel. Assists in the organization and coordination of anatomic pathology conferences.
- Communicates with surgeons, pathologists, residents, and ancillary medical staff for continuity of care concerning orientation, gross findings, and margins.
- Assists in maintaining surgical pathology policies, protocols, procedures, and quality reports. Participates in departmental inspections and surveys to ensure regulatory compliance.

- Assists in obtaining proper legal authorizations for autopsies and notifies appropriate authorities to coordinate requests for tissue sampling.
- Assist with receiving and processing cytology specimens (e.i., gynecological and non gynecological) as needed.
- Performs accessioning of specimens as needed.

For more information, please view the classification specification: [Pathologists' Assistant](#)

Requirements

REQUIREMENTS TO QUALIFY:

EXPERIENCE:

No experience required.

CERTIFICATION REQUIREMENT:

A current and valid certification as a Pathologists' Assistant from the American Society for Clinical Pathology (ASCP)* is required.

*In order to receive credit for the required certification, you must include a legible copy of the official certificate and/or license at the time of filing or within seven (7) calendar days from the date of filing application. Please submit documentation to ealcazar@hr.lacounty.gov and indicate your name, the exam name, and the exam number.

We do not accept password-protected documents. Ensure documents are unlocked before attaching to your application or sending to the exam analyst.

LICENSE:

A valid California Class C Driver License or the ability to use an alternative method of transportation when needed to carry out job-related essential functions.

WITHHOLD INFORMATION:

No withholds will be allowed for this examination. Requirements must be fully met and indicated on the application by the last day of filing.

PHYSICAL CLASS:

Physical Class 3 – Moderate: This class requires that the incumbent stand or walk most of the time with bending, stooping, squatting, twisting, reaching, working on irregular surfaces, occasional lifting of objects weighing over 25 pounds, and frequent lifting of 10-25 pounds.

Additional Information

OUR ASSESSMENT PROCESS:

Once we have identified that you meet our requirements, an invitation for the following assessment process will be sent:

EXAMINATION CONTENT:

This examination will consist of a multiple-choice and/or simulation assessment **worth 100%**, assessing:

- *Professional Potential, Achievement, Coping with Uncertainty, Responsibility, Working to High Quality Standards, Willingness to Learn, Working Relationships, Analyzing Information, Learning Quickly, Generating New Ideas, Using Time Efficiently, Adapting to Change, and Following Instructions*

Applicants must meet the requirements and achieve a passing score of **70% or higher** on the assessment to be placed on the eligible register.

MULTIPLE CHOICE AND/OR SIMULATION ASSESSMENTS ARE NOT REVIEWABLE BY CANDIDATES PER [CIVIL SERVICE RULE 7.19](#).

TRANSFER OF TEST COMPONENTS:

If you have taken identical components recently for other exams, your responses may be automatically transferred to this examination. This exam contains test components that might be used on future exams, and your responses could be transferred to that exam.

TEST PREPARATION:

We provide study guides and other test preparation resources to help candidates prepare for employment tests. While the guides may help in preparing for the test, we recommend reviewing all related materials that seem necessary.

- Various information can be found on our website at <https://hr.lacounty.gov/job-search-toolkit/>. The section dedicated to test preparation is "Employment Test Assistance."
- Online practice tests are available at <https://www.shldirect.com/en-us/practice-tests>.

ELIGIBILITY AND VACANCY INFORMATION:

Applicants who pass the assessment are placed on a register in the order of their score group for a period of twelve (12) months. Applications will be processed as they are received and added to the register accordingly. We will use this register to fill vacancies in the Department of Medical Examiner as they occur.

AVAILABLE SHIFT:

Any

APPLICATION AND FILING INFORMATION:

We only accept applications filed online. Applications submitted by U.S. mail, fax, or in person are not accepted. Apply online by clicking on the "**Apply**" green button at the top right of this posting. This website can also be used to get application status updates.

Please fill out the application completely.

We may verify information included in the application at any point during the examination and hiring process, including after an appointment has been made. Falsification of information could result in refusal of application or rescission of appointment. Copying verbiage from the Requirements or class specification as your work experience will not be sufficient to demonstrate meeting the requirements. Doing so may result in an incomplete application and may lead to disqualification.

We will send notifications to the email address provided on the application, so it is important that you provide a valid email address. If you choose to unsubscribe or opt out from receiving our emails, it is possible to view notices by logging into governmentjobs.com and checking the profile inbox. It is every applicant's responsibility to take steps to view correspondence, and we will not consider claims of missing notices to be a valid reason for re-scheduling an exam part. Register the below domains as approved senders to prevent email notifications from being filtered as spam/junk mail.

- ealcazar@hr.lacounty.gov
- info@governmentjobs.com
- talentcentral@shl.com
- noreply@proctoru.com
- donot-reply@amcatmail.com

Note: New email addresses need to be verified. This only needs to be done once per email address and can be done at any time by logging in to [governmentjobs.com](https://www.governmentjobs.com) and following the prompts. This is to enhance the security of the online application and to prevent incorrectly entered email addresses.

SOCIAL SECURITY NUMBER:

Federal law requires that all employed persons have a Social Security Number, please include yours when applying.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For those who do not have access to a computer or the internet, we provide access to complete an application at public libraries throughout the county.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their OWN user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

ANTI-RACISM, DIVERSITY, AND INCLUSION (ARDI):

The County of Los Angeles recognizes and affirms that all people are created equal and are entitled to all rights afforded by the Constitution of the United States. We are committed to promoting Anti-racism, Diversity, and Inclusion efforts to address the inequalities and disparities amongst race. We support the ARDI Strategic Plan and its goals by improving equality, diversity, and inclusion in recruitment, selection, and employment practices.

TESTING ACCOMMODATION:

If you require an accommodation to fairly compete in any part of the assessment process, you will be given the opportunity to make a request when completing your application. Please note, you may be required to submit documentation from a qualified medical provider or other qualified professional to support your request for a testing accommodation.

Have any questions about anything listed above? Please contact:

Testing Accommodations Coordinator: TestingAccommodations@hr.lacounty.gov

Teletype Phone: (800) 899-4099

Alternate Teletype Phone: (800) 897-0077

California Relay Services Phone: (800) 735-2922

Department Contact Name: Erika Alcazar

Department Contact Email: eaalcazar@hr.lacounty.gov

COUNTY OF LOS ANGELES

Employment Information

Any language contained in the job posting supersedes any language contained below.

This document is intended to provide general information about the recruitment process of the County of Los Angeles. Applicants with questions about a specific job posting should contact the exam analyst listed on the posting.

Equal Employment Opportunity/Non-Discrimination Statement:

The County of Los Angeles is an Equal Employment Opportunity Employer and is committed to non-discrimination in the County workforce, regardless of age (40 and over); ancestry; color; ethnicity; religious creed; protected family or medical leave status; disability; marital status; medical condition; genetic information; military and veteran status; national origin; race ; sex; gender; sexual orientation; or any other characteristic protected by State or federal law. For more information, please visit: <https://employee.hr.lacounty.gov/eoo-programs/>.

Testing Accommodations for Applicants:

The County of Los Angeles complies with all federal and state disability laws and makes reasonable accommodations for qualified applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application process, please contact the testing accommodation coordinator listed on the job posting. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. For more information on accommodations, please visit: <https://hr.lacounty.gov/accessibility/>.

Fair Chance:

The County of Los Angeles is a Fair Chance employer. Except as otherwise permissible under applicable laws, you will not be asked to provide information about conviction history unless you receive a conditional offer of employment. The County will make an individualized assessment of whether your conviction history has a direct and adverse relationship with the specific duties of the job, and will also consider potential mitigating factors, which may include, but is not limited to, evidence and extent of rehabilitation, recency of the offense(s), and age at the time of the offense(s). If asked to provide information about conviction history, any convictions or court records which are exempted by a valid court order do not have to be disclosed. Qualified applicants with arrest or conviction records will be considered for employment in accordance with County Fair Chance Policies and the Fair Chance Act (Gov. Code Section 12952).

Employment Eligibility:

Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States.

Career PathFinder:

Resources to help current and prospective employees plan a career with Los Angeles County are available. To explore career paths to and from nearly all job titles, please visit our interactive Career PathFinder application at <http://career-pathfinder.hr.lacounty.gov>.

Veteran’s Credit:

Pursuant to the County Charter and County policy, in all open competitive examinations (i.e., examinations open to everyone), the County of Los Angeles will add a credit of 10 percent of the total credits specified for such examination to the final passing score of an honorably discharged veteran, as well as the spouse of a deceased or disabled veteran, who served in the Armed Forces of the United States under specific conditions.

For more information on veteran’s credit, please visit: https://file.lacounty.gov/SDSInter/dhr/205102_PPG_115.pdf [\(Download PDF reader\)](#)

Revised September 2025

Employer

County of Los Angeles

Address

Los Angeles, California, 90010

Website

<http://hr.lacounty.gov>

PATHOLOGISTS' ASSISTANT Supplemental Questionnaire

*QUESTION 1

The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. **CHECK YOUR ANSWERS CAREFULLY.** Any mistakes you make and/or any incomplete responses you provide in completing these questions will be used to disqualify your application. Be as specific as possible and include all information requested. Comments such as "see resume or application" will not be considered as a response. All information is subject to verification at any time in the examination and hiring process. **Falsification of any information may result in disqualification or dismissal.**

I understand the above information and instructions.

*QUESTION 2

Candidate Communication Acknowledgement: Many important notifications will be sent electronically to the email address provided on the application. It is important that you provide a valid email address. **DO NOT** select "off" under email preferences within your profile or click "unsubscribe" on our notices if you like Los Angeles County to notify you regarding your application status, and other important information pertaining to your candidacy for this position. Please add the following ealcazar@hr.lacounty.gov; info@governmentjobs.com; talentcentral@shl.com; noreply@proctoru.com; donot-reply@amcatmail.com to your email address and list of approved senders to prevent email notifications from being filtered as spam/junk/clutter email. It is your responsibility to take the above steps to view correspondence. Los Angeles County will not consider claims of not viewing or receiving notification to be a valid reason for late test administration or rescheduling of a test component.

Yes, I understand the above information and instructions.

*QUESTION 3

Do you currently hold an active Pathologists' Assistant certification from the American Society for Clinical Pathology (ASCP)?

Yes

No

*QUESTION 4

In order to receive credit for the required Pathologists' Assistant Certification from ASCP, you must include a legible copy of the official certificate at the time of filing or within seven (7) calendar days from the date of filing application.

I have attached the required document(s) to the application.

I will send the required document(s) by e-mail to ealcazar@hr.lacounty.gov within seven (7) calendar days.

I do not hold a Pathologists' Assistant Certification from ASCP.

* Required Question