

## Morgue Manager / Autopsy Technician

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locations

Greeley, CO

time type

Full time

posted on

Posted 30+ Days Ago

job requisition id

JR100915

Compensation Range

\$31.12 - \$39.42

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Job Description Summary

Open Until Filled

Join the Weld County Coroner/Medical Examiner team (Greeley, CO) in one of the nation's fastest growing counties, working in a new and fully equipped morgue and autopsy suite.

Under the supervision of the Chief Deputy Coroner, assume principal responsibility for the management of the morgue and autopsy suite, including the registration and inventory of bodies, personal property and medications; oversee the care and maintenance of the autopsy facility and its equipment, assuring that supplies are ordered, and equipment is serviced, as needed. Oversee and provide guidance to morgue staff. Keep detailed computer records associated with morgue operation. Develop grant surveillance program to identify funding opportunities for the Coroner's Office.

The position is full-time, with occasional weekend work possible, and reports to the Chief Deputy Coroner. Some supervisory responsibilities over subordinate morgue staff is required.

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Job Description

Under the supervision of the Medical Examiner, manage and oversee all morgue operations including but not limited to:

- Assist in the performance of forensic autopsies, including making incisions, collecting, and documenting bodily specimens and evidence, and closing the body after autopsy.
- Independently prepare fingerprint cards for identification; take detailed photographs and obtain limited scope digital x-ray images of the body to assist the Medical Examiner in the determination of the manner and cause of death.
- With the consent of the Medical Examiner, efficiently coordinate the scheduling of autopsies, making notification to law enforcement personnel.
- Assist the medical examiner in opening and closing the body; physically handle organs and bodily specimens, with proper identification and documentation of specimens in a manner consistent with a lawful chain of custody; promptly submit specimens to outside laboratories or consultants for histology, toxicology, specialized identification procedures or other studies.
- Under the direction of the Medical Examiner and Chief Deputy, maintain proper safety protocols and decorum among visitors in the morgue and autopsy suite.
- Inventory decedent property removed at autopsy; package and hand-deliver evidence to law enforcement personnel; catalogue, package and store non-evidentiary property, consistent with the policies of the Coroner/Medical Examiner.
- When required, inventory decedent property following admission of the decedent to the morgue, consistent with the policies of the Coroner/Medical Examiner.
- When required, inventory decedent medications, consistent with the policies of the Coroner/Medical Examiner.
- Maintain the morgue and autopsy suite in a consistent state of cleanliness and readiness; clean the equipment used for autopsies; schedule equipment for maintenance, repair or replacement, as needed.
- Oversee the physical and electronic lists of decedents admitted to and discharged from the morgue, consistent with the policies of the Coroner/Medical Examiner.
- Inventory and order morgue and autopsy supplies, as needed.
- Inventory and arrange for the destruction of medications, consistent with the policies of the Coroner/Medical Examiner.
- At all times, observe all requirements for aseptic technique, infection control and the proper use of personal protective equipment and other equipment designed to ensure the safety of all employees and visitors to the morgue and autopsy suite; report any discrepancies or dangerous conditions to the Chief Deputy Coroner, as needed.
- Participate in preparation and exercises related to mass casualty events; be prepared to assist during actual mass casualty events, as required.

- Perform other duties, as required.

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## Required Qualifications

### Education

- High School Diploma or GED required; college degree in any field preferred.
- Formal coursework in medical terminology and anatomy strongly preferred.

### Experience

- Minimum 5 years' experience as a diener/autopsy assistant for forensic autopsies is preferred.
- 2 years' experience in autopsy and morgue management, including the care of equipment and ordering supplies, is required.
- Experience in radiographic techniques including taking radiographs and familiarity with appropriate software packages, is required.

### Required Knowledge

- Basic to intermediate medical terminology, including common prescription, non-prescription, and illicit drugs.
- Basic to intermediate human anatomy and physiology, as well as basic understanding of the mechanisms associated with death and common causes of death.
- Intermediate knowledge of the chemical and biological hazards associated with the handling of human bodies, and the techniques commonly used to mitigate those hazards.
- Techniques required to safely lift or otherwise move human decedents.
- Procedures for the management of bodily specimens.
- The care and use of common morgue and autopsy-related equipment.
- Aseptic technique, infection control procedures and the proper use of personal protective equipment in the morgue and autopsy suite.
- Ethical and legal standards governing the management of evidence, decedent photographs, property and medications is required.
- Word, Excel and other software programs to be used for the registration of decedents, the maintenance of equipment and the management of supply inventories.
- Basic inventory procedures for supplies and equipment used in an autopsy suite.

### Required abilities, skills and knowledge

- Read and comprehend department and County rules, regulations, policies, and standard operating procedures.
- Regular predictable attendance.
- Be able to concentrate on more than one task at a time and to make independent decisions.
- Be motivated to prioritize and manage one's time and duties.
- Professionally deal with noxious substances by touch, sight, and smell.
- Maintain composure and professionalism when confronted with tragic or abhorrent circumstances associated with medicolegal death investigation.
- Maintain the strict confidentiality required in medicolegal death investigation.
- Anticipate and prepare for the needs of the forensic pathologist in the performance of a forensic autopsy.
- Safely and respectfully handle a deceased human body in the morgue and autopsy setting and, when required, transport a decedent from one facility to another.
- Properly use the equipment and techniques necessary to fully function as a professional diener/autopsy technician for a forensic pathologist during autopsy.
- Obtain clear and useful digital photographs of decedents in the autopsy suite.
- Obtain fingerprints and other forms of potential identification from decedents.
- Obtain samples of bodily fluids for toxicology.
- Accurately catalogue and submit bodily specimens, inventory decedent property and properly handle items of evidence associated with forensic death investigation.
- Use Word, Excel and PDF software; use cell phones and two-way radios.
- Obtain digital radiographs of decedents in the autopsy suite.
- Maintain collaborative professional relationships with coworkers, law enforcement personnel, visiting physicians, families of decedents, and other persons associated with death investigation

#### Certificates, Licenses, Registrations and Other Requirements

- The employee must have his/her own reliable transportation to and from work, with state-required liability insurance, before beginning employment.
- The employee must have a valid Colorado driver's license, without restrictions related to hours of driving or the use of interlock devices, or be able to obtain such a driver's license within the first 30 days of employment.
- The employee must be willing and able to load and unload decedents, and transport them from one facility to another for autopsies or other purposes, using a county vehicle.

- The employee must be willing and able to transport specimens for purposes of histology preparation or laboratory testing using a county vehicle.
- The employee must be willing and able to learn proper techniques to obtain bodily fluids from decedents for toxicology testing.
- The employee must be available and willing to begin job orientation and training within 30 days of the offer of employment.

#### Physical Demands

- Acceptable eyesight to perform assigned duties; able to distinguish colors.
- Appropriate voice skills to be clearly understood at the autopsy table, on the phone and in public contacts.
- Acceptable hearing at the autopsy table, on the phone and in public contacts.
- Able to sit, stand, or walk for long periods of time, and to walk up and down stairs.
- Able to lift, carry, drag, or push a body weight of 150 lbs., alone and with help.
- Must have fine and gross motor skills, hand dexterity, full use of fingers, hands, and arms, with good grip strength, to perform autopsy technician duties.
- Able to drive in difficult environmental conditions (including rain, snow and fog) at any time of the day or night.
- Able to work in hazardous or dangerous work areas or situations.
- Capable of working under stressful situations and while fatigued.
- Able to wear personal protective equipment for long periods of time, as required.
- Able and willing to work 40 hours a week, and at times that may include nights, weekends and holidays, as needed.

This position is non-exempt from the minimum wage and overtime requirements of the Fair Labor Standards Act and is therefore eligible for overtime pay.

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Weld County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.