

FORENSIC TECHNICIAN

DEFINITION

Under general supervision, assists forensic pathologists with autopsy examinations; collects, prepares and processes medical-legal evidence and performs other related duties related to forensic services.

DISTINGUISHING/CLASS CHARACTERISTICS

Incumbents in this class perform a variety of duties related to the Coroner's section of the Sheriff's Office. Incumbents are assigned to coordinate forensic autopsy activities within an indoor morgue facility and office setting under the technical direction of a Forensic Pathologist during autopsies and under the administrative direction of the Chief Deputy Coroner. Positions in this class are non-sworn civilian positions within the Sheriff's Office.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to:

- Prepare equipment, instruments and bodies for autopsy examinations.
- Assist in the performance of autopsies, including opening and closing bodies; obtain/collect blood, fluid, organ tissue, and other specimens; excise and weigh organs.
- Photograph bodies create digital X-ray images of decedents; take fingerprints.
- Attend postmortem examinations; fingerprint the deceased, collect trace evidence, pathological samples, and other physical evidence for further examination.
- Collect, prepare, and process medical-legal evidence.
- Move and transport decedents and specimens to and from morgue storage area.
- Maintain the safety and sanitation of the facility; clean the autopsy room, equipment and tools; replenish linens and other necessary supplies.
- Complete and maintain logs, charts, files, records, and related documents.
- Interprets and follows policies and procedures related to scope of practice, sterile techniques, safety and security.
- Perform a variety of clerical work and other duties related to coroner services.
- Establish and maintain positive working relationships with coworkers, contractors, and other County employees.
- Release remains to funeral homes after establishing correct next of kin paperwork has been provided.
- Comply with applicable Health and Safety standards.
- Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Any combination of experience, education and/or training which provides the required knowledge, skills and abilities and required conditions of employment is qualifying. Typical examples of a way these requirements might be acquired is:

Education: Successful completion of 30 semester or 45 quarter units in natural science, Emergency Medical Technology, Paramedicine, or other related coursework from an accredited college or university, OR

Experience: One (1) year of full-time experience, paid or volunteer, assisting pathologists in performing autopsies using a variety of techniques to prepare specimens and/or evidence or One (1) year of full-time experience in a hospital, mortuary, or related facility that includes the handling of human remains.

Substitutions:

Completion of the one-year internship program with a California County Coroner's Office may be substituted for 12 semester or 16 quarter units, or for 4 months of full-time work experience.

KNOWLEDGE & ABILITY

Knowledge of:

- Basic human anatomy and physiology related to conducting autopsies
- Basic medical terminology
- Procedures and practices related to the handling and preparing of bodies for autopsy examination
- Chain of custody procedures
- Basic principles of photography, radiography, and fingerprinting
- Methods and procedures for sanitation and care of surgical instruments and autopsy equipment
- Modern office procedures, methods, and computer equipment

Ability to:

- Effectively assist in forensic autopsies
- Learn and apply procedures and techniques required to assist physicians/pathologists in autopsy examinations
- Work closely with law enforcement personnel
- Learn and understand operations, procedures, laws, and safety rules related to the Coroner's Section of the Sheriff's Office
- Maintain accurate logs, charts, files, records, and related documents
- Work with the public under highly emotional and stressful situations
- Maintain confidentiality
- Communicate clearly and concisely both orally and in writing

LICENSE REQUIREMENTS

Some positions in this classification may require incumbents to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individuals who do not meet this requirement due to a physical or mental disability may request a reasonable accommodation.

ENVIRONMENTAL & FUNCTIONAL FACTORS

Incumbents perform work in an indoor morgue facility and/or office environment with controlled temperature conditions. Duties are performed in close proximity to human remains, fluids, and wastes, which may include odors, biological/chemical agents, and communicable disease. Incumbents may work odd or unusual hours including nights, weekends, and holidays.

MEDICAL CLASS:

This classification requires the incumbents to be physically able to: Stand for long periods of time, bend, squat, climb, kneel, and twist; continuously perform simple and power grasping, pushing, pulling, holding, and fine manipulation; intermittently lift and move bodies weighing up

to 150 pounds or more with assistance; engage in continuous active work requiring moderate physical exertion and manual dexterity in handling bodies and equipment; and use an air-purifying respirator required by OSHA. Individuals who do not meet the physical requirements due to disability will be reviewed on a case-by-case basis.

CLASS HISTORY

Established Date: xx/xx/2023

Revision Date: