

SENIOR AUTOPSY ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a Pathologist Medical Examiner, an incumbent of this class provides specialized assistance to the Pathologist in the conduct of autopsies. Directly supervises laboratory personnel and general activities in the Autopsy Room to ensure that appropriate procedures are being followed and that equipment and laboratory facilities are being properly maintained. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Oversees the operation and personnel of the autopsy exam section of the Medical Examiner's Office;

Assures high quality and integrity of decedent's bodies care as well as personal effects and evidence collection, custody, transfer, and disposal;

Implements training and instructions, evaluation and supervision of autopsy assistants toward of competent and efficient autopsy examination of violent, sudden, and suspicious deaths;

Monitors work of the autopsy assistants and implements corrective measures and actions;

Assists in the identification of the decedents; oversees the release of the remains to funeral homes authorized personnel;

Maintains appropriate records, logs, and forms required for the morgue operation;

Orders supplies and keeps inventory of needed supplies and maintains the equipment;

Upholds the regulatory compliance for biohazard exposure safety; supervises the handling of hazardous waste;

Acts as a contact – liaison, of the morgue operation in case of mass fatalities; assure autopsy section readiness for mass fatality incidents; maintains stock of personal protective equipment, and supply;

Assures proper maintenance and regulatory compliance of the use of X-rays examination equipment;

Reports unclaimed decedent's remains; coordinate referral to the Public Administrator for the burial;

Schedules Autopsy Assistants for coverage of the Autopsy Room on a seven-day basis;

Coordinates the transportation of bodies with the Office of the Medical Examiner, hospitals, and funeral directors;

Monitor proper refrigeration of the human remains; understand operation of a temporary morgue;

EXAMPLES OF WORK: (Cont'd)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed;

Performs and/or supervises the performance of the following duties:

Takes digital images under Medical Examiner's supervision for body identification records and documentation of autopsy findings of bodily injury and diseases as well as clothing evidence, when the Medical Photographer is not available to do so;

Supervises daily checks and resupply of medical examiner's office vans and also periodical inspection of the vehicles;

Removes bodies from locations throughout the county and transports them to laboratory using automotive equipment;

Handles bodies awaiting autopsy or burial; lays out proper instruments and readies bodies for autopsy;

Cleans morgue and autopsy room;

Maintains autopsy instruments and equipment;

Transfers bodies from compartment tray of morgue refrigerator to the autopsy table;

Lifts bodies manually or using a hoist from stretcher to autopsy table;

Lays out cutting and surgical instruments, glass specimen jars, and test tubes to prepare for autopsy;

Writes information such as date and name of deceased on specimen labels and in autopsy logbook for identification and record purposes;

Hands surgical instruments such as knives, saws, scalpels, forceps and linens as needed or directed to the pathologist;

Performs prosecuting duties; Places organs and specimens in pre-labeled specimen containers;

Releases bodies to authorized funeral homes personnel.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of human anatomy and methods used in the preparation of bodies for post-mortem examinations; ability to maintain accurate records; ability to perform required tasks using skill and manual dexterity to handle small instruments and equipment; ability to supervise and teach lower level laboratory employees; ability to supervise related laboratory activities; ability to follow written and oral instructions; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; tolerance for unpleasant work; accurateness; thoroughness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a high school or equivalency diploma and four years of experience as an Autopsy Assistant; or (b) completion of two years of post high school education* in mortuary science and two years of autopsy experience; or (c) five years of autopsy experience in a hospital or medical school pathology laboratory.

SPECIAL REQUIREMENTS: Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.