**Class Summary**

The responsibilities of this classification include assisting the Forensic Anthropologist in anthropology procedures, including liaising with jurisdictions that utilize forensic anthropology services, participating in scene response, preparing skeletal remains for examination, making initial assessments of skeletal material, and conducting a range of activities to support doctors in determining the cause and manner of death. These include photography, radiology, toxicology, histology, and evidence collection.

**Distinguishing Characteristics**

This is a single-level classification. This classification is distinguished from the Forensic Autopsy Technician series in that incumbents within the Forensic Anthropology Technician classification primarily focus on analyzing full and partial skeletons rather than bodies. This position is distinguished from the Forensic Anthropologist in that incumbents do not have the requisite experience and qualifications to make final determinations; all of their work is thoroughly reviewed by the Forensic Anthropologist.

**Examples of Duties**

1. Attend and participate in scene response as needed.
2. Clean and prepare full and partial skeletons for analysis by the forensic anthropologist.
3. Perform photographic documentation of bones, wounds, and associated evidence.
4. Take skeletal, dental, and fluoroscopy X-rays, and determine placement and composition.
5. Macerate fleshed areas for analysis by the forensic anthropologist.
6. Maintain chain of custody for secure storage, tracking, and release of remains.
7. Collect, document, and maintain evidence and release it to the appropriate investigating agency.
8. Make initial analyses of skeletal material.
9. Order and inventory supplies and materials.
10. Coordinate case intake from investigating agencies, coroners, and medical examiners.
11. Manage missing and unidentified person cases, coordinate with state agencies, and enter information into local and national databases.
12. Prepare paperwork and enter data into the case management system.
13. Conduct field search, recovery, and documentation of human remains.
14. Prepare quarterly reports for billing.
15. Maintain all equipment regularly.
16. Assist the pathologists when needed.
17. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of skeletal biology, including individual bone identification

Knowledge of anthropological and forensic principles and procedures

Knowledge of medical terminology, anatomy, and physiology

Knowledge of trace evidence and chain of custody

Demonstrated skill at producing photographs and radiographs of skeletal material

Skill in problem-solving

Skill in prioritizing work and meeting deadlines

Skill in handling several tasks simultaneously

Skill in maintaining the confidentiality and integrity of information

Ability to work with a computer-based case management system

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Washington State Driver’s License

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Non-Exempt  |
| **Service Status** | Career Service  |
| **EEO Code** | 3 |
| **Levels within same series** | None |
| **Class History** | 09/2022 - Created |