**Class Summary**

The responsibilities of this classification include assisting pathologists in autopsy procedures by opening, eviscerating, and closing bodies, and conducting a range of activities to support doctors in determining cause and manner of death. These activities include, but are not limited to, photography, radiology, toxicology, histology, and evidence collection.

**Distinguishing Characteristics**

This is the first level of a two-level classification series. This classification is distinguished from the Forensic Autopsy Technician - Lead in that incumbents within the Forensic Autopsy Technician – Lead perform lead duties including, training, coaching, and monitoring the workflow of assigned staff and assist the Administrators and Chief Medical Examiner with operational flow between the work sections .

**Examples of Duties**

1. Assist pathologists in opening, eviscerating, closing, and collecting specimens during autopsies.
2. Perform photographic documentation of bodies, wounds, and associated evidentiary aspects of a case.
3. Clean and prepare bodies for autopsy and subsequent release to funeral homes.
4. Collect, document, and maintain evidence, and release it to the appropriate investigating agency.
5. Perform custodial duties for the autopsy suite, storage areas, and coolers; wash laundry used in autopsies.
6. Order and inventory supplies and materials.
7. Take full body, dental, and fluoroscopy X-rays, and determine placement and composition.
8. Prepare histology and toxicology samples and transport them to external laboratories.
9. Prepare and store tissue, blood, and other samples for later use by pathologists.
10. Prepare paperwork and enter data into the case management system.
11. Regularly maintain all equipment.
12. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of medical terminology, anatomy and physiology

Knowledge of skeletal biology, including individual bone identification

Knowledge of trace evidence and chain of custody

Knowledge of basic firearm safety

Skill in handling a number of tasks simultaneously

Skill in following written directions and protocols

Skill in dealing with death and with human remains in various stages of decomposition, disease, and trauma

Skill in maintaining the confidentiality and integrity of information

Skill in organization and attention to detail

Ability to maintain confidentiality regarding forensic cases

Skill in oral and written communications

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.

|  |  |
| --- | --- |
| **FLSA Designation** | Non-Exempt |
| **Service Status** | Career Service |
| **EEO Code** | 3 |
| **Levels within same series** | Forensic Autopsy TechnicianForensic Autopsy Technician - Lead |
| **Class History** | 09/2022 - Created |