



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **AUTOPSY TECHNICIAN I**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs complex (journey level) post-mortem examinations. Work involves examining human remains, collecting toxicological samples, taking x-rays and photographs of post-mortem patients, and coordinating special specimen requests. May train and supervise others. Works under limited supervision with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees the daily operations of the autopsy room and morgue

Prepares policies and procedures to ensure compliance with all federal, state and local regulations

Prepares bodies for post-mortem examinations

Ensures proper handling, transfers, labeling and storing of specimens

Cleans and maintains work area and equipment using sanitation/decontamination, safety and biohazard control measures

Analyze data and prepare the necessary autopsy reports in order to establish the cause and circumstances of death

Gather and organize clinical information and data pertinent to the preparation of the preliminary summarization of the clinical history

Performs administrative duties such as morgue administration, filing reports and data, assuring the completion of specimen coding and billing

Coordinates any requests for special specimen sampling, such as organ transplants or research

Responsible for maintaining autopsy records and completes related autopsy reports

Monitors supplies, conducts inventories and orders supplies and materials as needed

Performs related work as assigned

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's degree in mortuary science, biology, life sciences, medical laboratory technology or related field

One (1) year of experience in autopsies, laboratory support or health related experience

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of safety and biohazard control measures

Ability to maintain the confidentiality and integrity of information and adhere to stringent sanitation and biohazard control measures

Knowledge of use and operation of photographic and x-ray equipment

Knowledge of basic record keeping practices

Knowledge of cleaning and sanitizing practices

Ability to understand and follow written and oral directions and protocols

Ability to clearly communicate information both verbally and in writing

Ability to physically perform the essential functions of the job including lifting human remains

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines

Ability to read, update and maintain various records and files

Ability to deal with death and human remains in various states of decomposition, disease, disease and trauma

Ability to understand and follow pre-established departmental and County policies and procedures

Knowledge of surveying principles and methods, basic knowledge of drafting methods

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations