



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **FORENSIC CENTER ATTENDANT**
Grade: 06

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 entry-level physical work that will require lifting and moving decedents. Work may involve collecting toxicological samples, taking x-rays and photographs of post-mortem patients, and coordinating special specimen requests. Will be assisting the Autopsy Technician(s). Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

May assist the Emergency Management Department with operations as needed.

EXAMPLES OF WORK PERFORMED

Processes decedents; receives and logs in bodies of decedents

Inventories evidence and/or property received with descendant; maintains and preserves evidence/property/specimens in a secure environment

Arranges for release of bodies of decedents after examination and release of evidence and/or property; updates release logs

Coordinates transport of descendants' bodies between interested parties to include but not limited to hospitals, funeral homes, Justices of the Peace (JP's), state/ federal health agencies and the Hidalgo County Forensic Center, Office of Hidalgo County Emergency Management, transport companies and emergency response team(s)

Places bodies in compartment racks/ trays inside body coolers or on autopsy table, using portable body lift and gurney; transports/ moves and lifts bodies within the Forensic Center facility and mobile body coolers

May assist in the preparation of decedents and organ/body fluid specimens involved in postmortem examinations

May take identification photos and other photos as directed

May perform x-rays as indicated

May obtain fingerprints for identification

May perform dental x-rays to assist in identification

Maintains facilities, mobile body coolers, equipment and materials clean, sterilized and organized

May assist in washing tables, storage trays, and instruments, replace soiled linens

May tend to reception window and assist visitors

Regular attendance is a must

Ability to work well with others

Performs related work as assigned

Requirements:

Must possess the strength necessary to transport/ move and lift bodies within the Forensic Center facility and mobile body coolers; must be able to do heavy lifting, up to 100 lbs.

Must be detailed oriented in the logistics of receiving, logging and releasing body of descendants and evidence/ property

Must have a clear understanding of departmental policies and procedures, including safety, environmental and infection control standards and quality improvement

Must exhibit the ability to work calmly and professionally

Must demonstrate strong organizational skills

Must follow confidentiality and privacy rules and guidelines at all times, within and outside office hours; this obligation of confidentiality includes any information regarding the appearance of deceased remains, circumstances or causes of death, medical conditions, or other information regarding the decedent not otherwise known to the public or available through public documents

Must be available for rotating shifts (if necessary), including on weekends and holidays, and may be required to work overtime as needed

EDUCATION AND EXPERIENCE

Graduation from a high school

Experience in health care or health services preferred but not required

One (1) year 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 cleaning and sanitizing practices

Ability to clearly communicate information both verbally and in writing

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

Bilingual (Spanish and English) with the ability to converse fluently in both languages preferred

Duties may change according to the changing needs of the County

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 working hours will be spent in different temperatures environments. If inside the Forensic Center (autopsy room, exam rooms and mobile body cooler) temperatures are set at cold level necessary to preserve body and forensic evidence. If outside, while transporting from facility to mobile coolers, employee will be minimally exposed to the elements consistent with Rio Grande Valley weather.

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