

**ADAMS COUNTY GOVERNMENT,
Brighton, CO
invites applications for the position of:**

Reserve Forensic Pathology Technician - Temporary, Part-time

SALARY: \$15.00 - \$20.00 Hourly

OPENING DATE: 05/25/18

CLOSING DATE: 06/08/18 04:30 PM

PRIMARY RESPONSIBILITY:

The Office of the Coroner is an elected office governed by state law and is responsible for investigating unexpected and/or unnatural deaths that occur within, or are related to incidents occurring within, Adams and Broomfield Counties. The Office serves two counties, comprising of a total of ten municipalities and one town, and covers a geographic area of approximately 1,200 square miles. The Office receives approximately 3,700 reported deaths per year and performs approximately 600 autopsies per year.

The primary responsibilities of the Office are to conduct death investigations with the purpose of ascertaining the cause and manner of death of individuals that die under the jurisdiction of the office; establish the identity of the deceased; and notify the decedent's legal next-of-kin that his/her death has occurred.

The work of the Reserve Forensic Pathology Technician is characterized by a variety of tasks ranging from low level clerical work to specialized pathology and death investigation work. The Reserve Forensic Pathology Technician works closely with other forensic personnel and must have a clear understanding of departmental policies and procedures, including safety, environmental and infection control standards, and quality improvement. This individual must be able to assess situations and exercise sound judgment, pay strict attention to detail, understand and interpret written technical material, and must be able to work productively and efficiently both independently and with others. Work involves a variety of sensitive and highly confidential material. The Reserve Forensic Pathology Technician must be organized, detail oriented, self motivated, resourceful, and flexible. This individual must be able to multi-task, problem solve, and work under heightened emotional situations, intense circumstances, and unpleasant conditions. The Reserve Forensic Pathology Technician is primarily involved with internal interpersonal contacts. Occasionally, the Reserve Forensic Pathology Technician interacts with outside professionals and the bereaved. Such contacts require good interpersonal and communication skills, professionalism, tact, discretion, etiquette, and good judgment.

Environmental Demands

The Reserve Forensic Pathology Technician spends approximately 30% of the time in an

office environment and approximately 70% of the time in the autopsy facility with associated conditions and hazards. The job involves exposure to malodors, decomposed bodies, contagious diseases, vermin, and other hazards, as well as traumatic deaths, such as child and elder abuse cases, mass fatalities, violent homicides, motor vehicle fatalities, and mutilated and severed remains.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

The following duty statements are illustrative of the essential functions of the job and do not include other non essential or marginal duties that may be required. The omission of specific duties does not necessarily exclude them from the position requirements. The Chief Coroner reserves the right to modify or change the duties or essential functions of the job at any time.

Working under the general supervision of the Operations Manager, the Reserve Forensic Pathology Technician:

- Prepares pre-autopsy and post-autopsy paperwork. Prepares autopsy facility, equipment, tools, materials, and body for autopsy procedure.
- Photographs the deceased, organs, specimens, injuries, personal effects, and evidence.
- Surgically opens and closes the cranium and body cavity during the autopsy procedure. Assists with the autopsy evisceration and other procedures as directed.
- Assists with forensic examinations.
- Collects toxicology fluids, specimen samples, DNA samples, and fingerprints. Enters in laboratory results.
- Collects and preserves personal effects and evidence. Prepares and maintains chain-of-custody records.
- Performs external examinations of the deceased and diagnostic imaging such as skeletal and dental radiographs.
- Operates, maintains, and cleans the morgue/autopsy and morgue/autopsy equipment and tools.
- Transports bodies to and from refrigerated storage.
- Maintains medical supply storage areas and inventory.
- Prepares outgoing deliveries and accepts incoming deliveries, including supplies, toxicology, histology, property, evidence, and specimens.
- Conducts, or assists with, the intake/release, preparation, accession, maintenance, preservation, and disposition of bio-hazardous materials/waste, property, evidence, toxicology, histology, medication, bodies, and/or specimens.
- Composes, prepares, transcribes, and/or reviews a variety of written documents; independently or at the direction of office administrators.
- Operates a variety of office equipment.
- Directs interns and attendees while they are in the autopsy facility.
- Answers telephones, greets public, participates in education outreach programs, and performs clerical tasks as assigned.
- May respond to death scenes as assigned.
- May transport bodies, materials, and specimens to outside agencies.
- May work holidays, weekends, on-call, evenings/nights, during inclement weather, and mass fatalities as assigned.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Properly use the English language: spelling, grammar, and punctuation.
- Must have knowledge of medical terminology, anatomy and physiology.
- Must have knowledge of proper handling and processing of evidentiary material.
- Must have knowledge of medical terminology, anatomy, and physiology.
- Must be able to work under the exposures and constraints of the facility and position.
- Must be able to learn and understand legal terminology, forensic, pathological, and laboratory principles and practices, as well as, photography and radiography techniques.
- Must be able to learn medical procedures related to autopsy work.
- Must be able to operate equipment and tools safely and utilizing universal precautions.
- Skill in typing and operating office equipment.
- Ability to work independently and collectively.
- Ability to execute and follow policies, procedures, and oral/written directives.
- Ability to exercise good judgment, react appropriately in emergency or stressful situations, exercise persuasive and tactful authority.
- Ability to establish and maintain an effective working relationship with other agencies and the general public.

REQUIREMENTS:

Education and Experience:

Possess a certification, associate's degree or higher education in a human science field such as biology, nursing, medical/surgical assisting, emergency medicine, anatomy and physiology, mortuary science, or other related field.

OR

Possess at least one full year (2000+ hours) of specialized applicable experience.

OR

Possess an appropriate combination of education and specialized experience, as determined by the Chief Coroner, to effectively fulfill the duties of the position.

***Preferred candidate** has both relevant education and actual autopsy assisting experience.

License or Certificate:

- Must possess a valid unrestricted driver's license and have a Colorado State driver's license prior to start of employment.

Background Check:

- Must successfully pass a criminal background investigation, motor vehicle record review, education and employment background investigation, character assessment, polygraph examination, psychological examination, medical evaluation, drug test, and typing skill test.
- Must have no felony convictions.

- Must have no major driving violations or driving suspensions within the last five years and have no more than three driving violations within the last five year period.

SPECIAL REQUIREMENTS:

Physical Demands: The following are some of the physical activities commonly associated with this position. They are included for informational purposes and are not all inclusive.

- Occasionally sits.
- Frequently stoops, kneels, balances, climbs, and crouches to perform job tasks and often times while simultaneously lifting.
- Frequently required to lift, push, or pull burdens of over 100 pounds, including deceased bodies.
- Frequently exposed to environmental conditions and bio-hazardous conditions.
- Constantly stands and walks in order to complete duties requiring mobility.
- Constantly involved in auditory, and oral interactions; interpersonally and through communication devices such as telephones.
- Constantly utilizes full scope of visual capacity to perform job tasks.
- Constantly utilizes eye, hand, and finger coordination to perform job tasks.
- Must be able to lift at least 100 lbs.
- Must be able to work during inclement weather and under stressful circumstances.
- Must be able to work under environmental and physical demands of position.
- OCCASIONALLY: Activity exists less than 1/3 of the time.
- FREQUENTLY: Activity exists from 1/3 to 2/3 of the time.
- CONSTANTLY: Activity exists more than 2/3 of the time.

Other Special Requirements:

- Must be able to work a changing and rotating schedule: days, evenings, graveyard shifts, weekends and holidays; additionally: on-call, overtime, emergent response, upon short notice, and extra shifts as needed.
- Must be willing to attend continuing education, which may include in and out-of-state travel, as assigned (assigned training/travel is funded by the Office).

This position is a temporary, non-benefited position and the hours of work may vary between 24-40 hours per week.

APPLICATIONS	MAY	BE	FILED	ONLINE	AT:
http://www.adcogov.org/current-career-opportunities					
4430 Brighton,	S.	Adams	County CO	Parkway, Suite	C4000B 80601-8213

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