



POSITION OPEN

Autopsy Technicians Manager Office of the Medical Examiner

2757-01

PURPOSE OF CLASSIFICATION: The purpose of this classification is to manage the Autopsy Technicians, assures proper operations of the autopsy suite, and to assist the pathologist in examining human bodies and preparing and conducting autopsies. Duties include but not limited to; supervising autopsy technicians; developing and implementing policies and procedures for all facets of autopsy operations; maintaining morgue and autopsy equipment; processing and releasing decedents; maintaining facilities and equipment in a sterilized, disinfected manner; maintaining forensic records; and performing other duties as assigned by the Sr. Director Regional Forensic Center.

ESSENTIAL FUNCTIONS: The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned. Supervises, coordinates, and prioritizes examining room activities which include autopsies, fingerprinting, photographing, x-raying, other activities for preparation/maintenance of remains. Assists physicians with forensic post mortem examinations to include collection of toxicological specimens, evisceration, and preservation of legal specimens and clothing in accordance with instructions delegated by standard operating procedures. Performs x-rays as needed for forensic studies. Manages the process of acceptance, releasing and maintenance of the condition of decedents and personal property to establishments bearing authority from next of kin or in accordance with appropriate law. This position is responsible for a 24/7 operation which will result in working weekends, holidays, and various hours during the week. Supervises, trains, and evaluates subordinates. Schedules and assures staffing of examining room. Maintains the safety, sanitation, and custodial conditions of the morgue as mandated by policy. Responsible for the cleanliness and general order of the areas associated with the autopsy exam rooms. Maintains sterile processing procedures for instruments and equipment. Coordinates activities with other divisions of the Regional Forensic Center, funeral directors, cremation services, and others. Assures 24/7 operation of cooler and other devices to maintain proper storage of decedents and forensic evidence. Prepares and maintains logs, forms, and operational reports for management. Assures proper maintenance of all equipment within the morgue operations. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner. Monitors and maintains inventory of necessary supplies utilized by the autopsy staff. Assures compliance with Knox County and other appropriate policies of autopsy staff. Maintains and orders supplies and equipment for maintenance of autopsy operations. Assures compliance with Knox County or other appropriate policies or rules associated with the maintenance and operation of radiological equipment and assures RFC staff are properly trained and monitored to accurately and safely conduct radiological operations for the Regional Forensic Center. Co-authors, develops, implements, enforces and maintains the policy and procedure manual for the Autopsy Technician staff of the Regional Forensic Center in conjunction with the Chief Medical Examiner and Senior Director of RFC. Aids the forensic pathologist/medical examiner in identification of the decedent and perform death certificate reviews for cremation permits to ensure proper investigation by the medical examiner's office. Communicates, coordinates and acts as an official representative of the Chief Medical Examiner and Senior Director of Regional Forensic Center to family members, employers, witnesses, and personnel from law enforcement, hospital, medical, civil, mortuary, insurance, and other fields. Enters data into Medical Examiner or other database or system for maintenance of decedent information or to meet the needs of the Regional Forensic Center. Reviews and audits Autopsy Technician staff documentation into electronic database or other appropriate record. Provides on the job and other training opportunities thru such agencies as National Institute of Justice and the National Association of Medical Examiners, N.A.M.E. Assists Senior Director of the Regional Forensic Center and Chief Medical Examiner in acquiring grants and equipment for the RFC. Assists Senior Director of the Regional Forensic Center and Chief Medical Examiner in strategic planning, operational management, and community relations for the Regional Forensic Center. In addition, acts as a liaison to various organizations (e.g. Tennessee Donor Services, Child Fatality Review Team, Local Emergency Planning Commission, or other agencies as directed by the Senior Director of the Regional Forensic Center.

ADDITIONAL JOB FUNCTIONS: May serve as a witness in court regarding procedures performed. Responds to and reports immediately if called upon by local regional or central office supervisors, as part of a coordinated emergency response by the Knox County Department of Health. Performs other related duties as required.

MINIMUM TRAINING AND QUALIFICATIONS: Associates degree or equivalent (60 college hours) required, or completion of an autopsy training program may be substituted for Associates degree and three (3) years of autopsy technician experience. Bachelor's degree in the disciplines of biology, physical anatomy, forensic science or a health care related field is preferred. At least two (2) years of Supervisory Experience is required. Prefer bilingual English/Spanish. Must be able to operate computers in a Windows environment and other applicable equipment defined by the scope of work. Must have and maintain a valid Tennessee Driver's License. Must meet and maintain qualifications to drive Knox County vehicles.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and equipment such as personal computers, printers, telephones, calculators, photocopiers, scanner, laminator, fax machines, X-ray machine, 35 MM and digital camera. Must be able to use a variety of surgical tools and equipment. Must be able to use body members to work, move or carry objects or materials. Physical demand requirements are at levels of those for active work to lift, carry or transfer bodies to and from gurneys at weight up to approximately 300 pounds with assistance. Requires the ability to stand for long periods of time.

SALARY: \$41,775.81 annually

DEADLINE: Applications must be received in the office by, December 31, 2014 (4:30 p.m.)

If you need reasonable accommodations to complete an application or for an interview, please contact the Department of Human Resources. Some accommodations take several days to arrange. Please notify us early to make the arrangements. **Non-discrimination:** Knox County prohibits discrimination in employment on the basis of race, color, sex, age, religion, national origin, and disability status.

APPLY TO: Knox County Human Resources, Room 360, City/County Building, 400 Main Street, Knoxville, TN 37902. Knox County is an Equal Opportunity Employer.

We provide veteran's preference for all valid DD-214's