



**SPOKANE COUNTY**  
invites applications for the position of:

## **Chief Autopsy Assistant**

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**SALARY:** \$29.05 - \$39.20 Hourly  
\$4,720.97 - \$6,370.24 Monthly  
\$56,651.60 - \$76,442.93 Annually

**OPENING DATE:** 05/06/15

**CLOSING DATE:** 05/22/15 04:30 PM

**DEPARTMENT:** Medical Examiner

### **JOB SUMMARY:**

Serves as lead autopsy assistant in the Spokane County Medical Examiner's Office.

### **EXAMPLES OF DUTIES:**

(Duties include but are not limited to the following.)

Accepts bodies to the Medical Examiner facility, releases bodies to funeral homes and is responsible for all related paper work. Maintains chain of custody in regards to all evidentiary items removed from and received by the autopsy facility. Maintains log of all stored items of evidence.

Performs digital dental radiography.

Arranges for all transfer of autopsy samples and organs to consultants.

Assists in the collection and documentation of personal property.

Serves as the primary assistant for autopsy procedures.

Maintains primary responsibility for autopsy photography: uploading photographs in the digital database, maintaining cameras and other photographic equipment. Evaluates photograph quality as part of office quality improvement..

Assists in the collection and preservation of evidence, including DNA materials, slides, fingerprints, tissues and related records.

Oversees the inventory and periodic disposal of medications.

Responsible for proper storage and retention of all samples collected at autopsy in accordance with office policy.

Reviews quality assurance, safety and infection control policies.

Assists with the selection and purchase of autopsy room equipment and maintains equipment.

Assists in the training of the Deputy Medical Investigators and other Autopsy Assistants in performing autopsy related duties. Supervises and directs other staff assisting with autopsies.

Chairperson of the Office Safety Committee, including following office policy in calling and conducting safety committee meetings.

Is the office representative to meetings of various agencies with a stake in mass fatality preparation. Attends other community meetings at the direction of the Medical Examiners or Office Manager.

Responsible for maintaining fatality management supplies.

Is responsible for directing repairs and maintenance of the autopsy facility.

Insures that infection control policies are followed in the autopsy facility.

Computer knowledge to include knowledge of database management, and research.

May provide backup, on-call coverage and scene investigation.

Performs other duties as assigned.

**MINIMUM REQUIREMENTS:**

TRAINING AND EXPERIENCE: Bachelor’s Degree in biological sciences, law enforcement, health science or related area. Experience in death investigation, or in assisting with (or observing) autopsies will be considered but is not required.

LICENSE: Must possess a valid driver’s license at time of appointment.

SPECIAL REQUIREMENT: Applicant must be willing to sign confidentiality statement related to information obtained related to personal data of decedents, and regarding any details of decedent’s autopsy examination.

NOTE: Must be able to pass a criminal background investigation.

**SELECTION FACTORS:**

Considerable knowledge of:

- anatomy, physiology and/or biology.
- medical/forensic information and terminology.
- cameras and photographic procedures, including macro and micro applications.
- death investigation procedures and standards including evidence collection, fingerprinting and chain-of-evidence.
- safety and infection control standards.
- law enforcement procedures in relation to crime scene investigation and evidence identification.
- pharmacology/knowledge of illicit drugs.
- Familiarity with medical tests/hospital laboratories
- Computer database management, and internet research

Ability to:

- operate on a scheduled on-call basis 24 hours per day, 7 days per week, including weekends and holidays.
- investigate and analyze information and draw logical conclusions.
- work effectively with emotionally distressing procedures and circumstances and/or unpleasant odors.
- communicate effectively both verbally and in writing.
- Approach new procedures and investigations using logic
- provide legal testimony, if required by law.
- maintain confidentiality with respect to information gathered during on-scene and autopsy investigations.
- work effectively with a variety of professionals including supervisors, co-workers, law enforcement agencies and funeral home directors.

Skilled in

- The use of personal computers.
- Ability to troubleshoot problems with autopsy tools and equipment.

**WORK ENVIRONMENT & PHYSICAL DEMANDS**

The work environment may involve:

- considerable exposure to unusual elements such as extreme temperatures, dust, fumes, smoke, loud noises, noxious odors and various chemical agents.
- moderate to heavy physical activity.
- handling objects weighing up to 300-400 pounds.
- standing or walking for more than four hours per day.
- exposure to potentially dangerous materials and situations that require extensive safety precautions and may include use of protective equipment.
- tuberculosis tests and voluntary vaccinations.
- Unpredictable workload

APPLICATIONS MUST BE FILED ONLINE AT:  
<http://spokanecounty.org/HR>

1229 West Mallon Avenue  
Spokane, WA 99260  
509-477-5750

Position #15-00117  
CHIEF AUTOPSY ASSISTANT  
LW

Human Resources      Civil Service  
(509) 477-5750      (509) 477-4711  
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