

MORGUE TECHNICIAN

The Dane County Medical Examiner is currently hiring for a Morgue Technician. This position will be hired as part time 50% and will become a full time position effective September 4, 2016.

EXAM: Please upload a resume and cover letter for grading of education and experience.

Under general supervision of the Director of Operations, responsible for the day-to-day administration of the morgue; assists with autopsies; performs work involving specimen preparation; maintains the cleanliness of the morgue; performs other duties as required.

Assists a Forensic Pathologist in the performance of medico-legal autopsies including opening and closing of the body, photography, collection and documentation of evidence or specimens; coordinates with the Chief Medical Examiner or Forensic Pathologist the scheduling of autopsies including notification to appropriate law enforcement personnel; assists in identification of bodies including obtaining fingerprints, using specialized procedures for decomposed bodies and obtains services of identification experts such as a forensic dentist; registers and inventories all bodies and their personal property; maintains autopsy facility, equipment and supplies in a clean/sanitary condition; prepares bodies for release; releases bodies and property to the appropriate agency, funeral director, or family member and secures a receipt of the transaction; maintains morgue supply inventory including the ordering of supplies; provides testimony as to decedent identification, chain of custody and evidence gathered; completes and timely files all morgue related forms and reports.

Education and Experience: Any combination of training and experience equivalent to an Associate's degree in a medically related science and significant experience as a Pathology Assistant, Autopsy Assistant, Morgue Diener or in a closely related area.

Dane County may complete a criminal background check on applicants who progress to a certain stage in the application process. Dane County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history.

Starting hourly rate of \$24.64 with further increases to \$31.73, plus excellent benefits including fully paid health and dental insurance for full time employees, along with contributions towards retirement, and short/long term disability. Additional benefits available include long term care, vision coverage, flex spending account and deferred compensation programs paid in full by the employee.

Possession of or eligibility for a valid Wisconsin driver's license; access to reliable personal motor vehicle transportation; availability to work evenings, weekends and holidays as needed; maintain Dane County residency following employment.

TO APPLY FOR THIS POSITION FOLLOW THE NEXT STEPS:

1. COMPLETE EACH SECTION OF YOUR CANDIDATE PROFILE ON HOME PAGE. ONLY YOUR PROFILE AND RESUME WILL BE USED TO SCREEN FOR MINIMUMS.

2. CLICK ONCE ON "CLICK TO CONTINUE APPLICATION PROCESS" BELOW THESE INSTRUCTIONS.

3. DOWNLOAD ANY REQUIRED ADDITIONAL DOCUMENTS FROM JOBS.COUNTYOFDANE.COM. COMPLETE THE DOCUMENTS AND SAVE CHANGES ON

YOUR COMPUTER. FINALLY GO TO THE ADDITIONAL DOCUMENTS SECTION ON YOUR CANDIDATE PROFILE HOME PAGE AND UPLOAD THE COMPLETED DOCUMENTS.

4.COMplete ADDITIONAL REQUIRED ASSESSMENTS LISTED UNDER THE "ASSESSMENTS" ON YOUR MAIN CANDIDATE PROFILE HOME PAGE.

5. UNDER THE APPLICATION TAB, CHECK TO MAKE SURE YOUR APPLICATION IS THERE FOR THIS POSTING

Deadline to apply is Friday, January 25, 2016

The Dane County website for employment is: jobs.countyofdane.com

Dane County is an Affirmative Action Employer operating under a civil service merit system.