



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard, SPHR
Director

TITLE: Autopsy Technician Trainee (*Provisional Appointment)
SALARY: \$29,427 - \$37,696 annually
LOCATION: Monroe County Department of Public Health – Medical Examiner's Office

JOB SUMMARY:

This is a training position in the Medical Examiner's Office designed to develop the skills required to independently perform duties involved with assisting the physician staff with the performance of autopsies and body processing functions in the Medical Examiner's Office as an Autopsy Technician. Work involves assisting with processing bodies, preparing autopsy rooms/setting up autopsy tables, eviscerating human bodies, dissecting and weighing organs, documenting findings, weights, etc., cleaning and sterilizing autopsy instruments and releasing bodies to funeral homes. Work further involves extended periods standing and the ability to remove potentially heavy human remains over significant distances and up/down heights. Upon successful completion of a one (1) year training period, incumbents are promoted to Autopsy Technician without further examination. Incumbents who do not successfully complete the one (1) year training period will be removed from the position. The employee reports directly to and works under the direct supervision of the Senior Autopsy Technician. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) One (1) year paid full time or is part time equivalent experience in forensic medical-legal investigations; OR,
- (B) Two (2) years paid full time or its part time equivalent experience as a Forensic Attendant or similar position; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Mortuary Science, Biology, Science* or Criminal Justice*; OR,
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

*Criminal Justice or Science degrees must have a concentration of at least twenty-one (21) semester credit hours in biology, anatomy, forensics, behavioral science, or health science or a field related to these disciplines. (Please include a student transcript with your application.)

NOTE: For option (B), one year of college (30 semester credits including at least 12 in the disciplines mentioned above) may substitute for one (1) year of the required experience.

SPECIAL REQUIREMENTS:

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test and physical. Applicants may be required to undergo a state and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

Send Civil Service Application to: Monroe County Department of Human Resources
111 Westfall Road - Room 754
Rochester, NY 14614-1471

Posting Deadline: July 25, 2008

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) on the examination list in order to be eligible for permanent appointment.