



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard, SPHR
Director

TITLE: Autopsy Technician (*Provisional appointment)
SALARY: \$32,585 - \$41,919 annually
LOCATION: Monroe County Department of Public Health – Medical Examiner's Office

JOB SUMMARY:

This position is responsible for assisting the physician staff with the performance of autopsies and body processing functions in the Medical Examiner's Office. Work involves 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. 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 its part time equivalent experience as an Autopsy Technician or similar position that included or supplemented by, at least 100 documented instances of autopsies performed** ; OR,
- (B) Two (2) years paid full time or its part time equivalent experience in forensic medical and legal investigations that included or supplemented by, at least 100 documented instances of autopsies performed** ; OR,
- (C) Three (3) years paid full time or its part time equivalent experience as a Forensic Attendant, or similar position that included or supplemented by, at least 100 documented instances of autopsies performed** ; OR,
- (D) 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 that included or supplemented by, at least 100 documented instance of autopsies performed** or related field; OR,
- (E) An equivalent combination of training and experience as defined by the limits of (A) (B) and (C) above.

**Autopsies performed must be documented by letter or other written documentation from a medical examiner's office, hospital or other certifying authority.

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

NOTE: For options (A) and (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. There is no substitution for the autopsies performed requirement.

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:

There is no residency requirement for participation in the examination. Monroe County residency must be established at the time of appointment from Civil Service list, and continue residency during duration of employment.

*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.

Send Civil Service Application to: Monroe County Department of Human Resources
111 Westfall Road – Room 742
Rochester, NY 14620

Posting Deadline: April 18, 2008