

Job Title	Lead Morgue Technician
Reports to:	Supervisor of Morgue Technicians & Histology
	Created 09-2020
Pay/Salary	\$60,300 annually
Job Category	Medical & Technical/ Unclassified/ Exempt/ Non-Bargaining Unit
Department	MORGUE, HISTOLOGY, & RADIOLOGY
Position Description	Under supervision and direction of the Supervisor of Morgue Technicians & Histology, ensures efficient operations of the morgue autopsy suites, histology, and radiology functions. Train staff as related to matters in the examinations, eviscerations, histology, and radiology. Maintain policy and procedure and provide feedback on changes that are needed in accordance with compliance to regulatory agencies standards. Examine cadavers; prepares reports, secures, and transfers valuables/evidence/specimen/ histology samples. Working conditions are in an office environment, morgue, histology laboratory with exposure to temperature variations, damp-wet surfaces, hazardous-toxic atmosphere, decomposing cadavers, infectious diseases, hazardous materials and unfavorable fumes, vapors or odors. Shifts may be fixed or rotating at management's discretion.
Major/Essential Functions	<p>These duties are illustrative only. Position may perform some or all these duties or other job-related duties as assigned</p> <ol style="list-style-type: none"> <li>1. Perform the functions of the Morgue Technician position and ensure accurate data is available concerning morgue operations.</li> <li>2. Collaborate with supervision to ensure efficient daily operations of morgue operations.</li> <li>3. Operational back-up to the Supervisor of Morgue Technicians and Histology.</li> <li>4. Prepares for examination and assists pathologist during examination by taking photographs, radiographs, evidence collection and documentation, and other duties as needed.</li> <li>5. Perform dissection, evisceration, open the calvarium, label, store, secure and deliver toxicology/histology specimen.</li> <li>6. Communicate effectively with pathologists to ensure operational needs are met.</li> <li>7. Process and act on information related to morgue duties.</li> <li>8. Assist with inventory of supplies, evidence, and tissue specimens</li> <li>9. Ensures safe and effective working environment by maintaining clean work areas, equipment, and instruments.</li> <li>10. Organize, archive, send and receive histology samples/documentation, slides and block.</li> <li>11. Assist in hands-on training of new hires and current employees.</li> <li>12. Assist/direct/ensure proper identification of human remains.</li> <li>13. Provide communication to families, funeral homes, law enforcement, and outside agencies.</li> <li>14. Process court orders for FTA cards used for paternity testing in outside facilities.</li> <li>15. Accept and release bodies and coordinate with funeral homes to ensure timely pick up of bodies.</li> <li>16. Provide input on performance evaluation of morgue technicians.</li> <li>17. Provide staff direction and guidance to ensure proper workflow in morgue operations.</li> <li>18. Complete follow up tasks as needed</li> </ol>
Occasional Duties	<ol style="list-style-type: none"> <li>1. Assist with timely and adequate staffing and accurate data available concerning examination and histology procedures.</li> <li>2. Assist with educational activities and training.</li> <li>3. On call duties as directed or needed.</li> <li>4. Other duties as assigned.</li> </ol>
Qualifications	The ideal candidate is a graduate from an accredited college or university with a bachelor's degree in Anatomy, Mortuary Science, Forensic Science, Biological Science, or another related field, and minimum two years' experience in morgue operations; or an equivalent combination

	<p>of education and experience. Ability to effectively respond to inquiries, conflicts and public relations issues; ability to communicate effectively, both verbally and in writing; ability to maintain effective working relationships with employees, supervisors and peers, County employees, government agencies, outside organizations, the news media, and the general public. Knowledge of ORC 313 and related sections; knowledge of evidence collection and transfer techniques; knowledge of human anatomy; knowledge of criminal justice system; knowledge of medical terminology; knowledge of health and safety standards and practices. Skill in identifying trauma wounds; skill in operating camera. Ability to operate personal computer, facsimile, copier, digital cameras. Must secure and maintain a favorable background investigation from Ohio BCI and the Franklin County Sheriff's office, pre-employment screening, and urine drug scree; must acquire and maintain valid Ohio driver's license. English is the official language of this position.</p>
Preferred Qualifications	Two to five (2-5) years working in a coroner or medical examiner's office, and previous leadership training
Security Sensitive?	Yes
Physical Demands	Physical requirements include lifting-carrying of 100-250 lbs. constantly; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard. Subject to smelling, handling, walking, sitting, standing, bending, reaching and twisting to perform the essential functions.
Additional Requirements	<p>Position may require any or all of the following:</p> <ol style="list-style-type: none"> <li>1. FEMA ICS 100, 200, 300, 700, and 800 courses</li> <li>2. Franklin County Human Resources Courses (Ethics, Customer Service, Multicultural Awareness, First Aid/CPR/AED, and CRASE)</li> </ol>