

HISTOLOGIST

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of a Deputy Medical Examiner in the Westchester County Department of Labs and Research, an incumbent of this class prepares slides for microscopic study of the structure of the tissues or organisms, and performs other tests and procedures, as part of the autopsy process. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Receives, trims and processes tissues from the autopsy room in the autotechnicon;

Prepares paraffin blocks of processed tissues;

Cuts slides on microtome;

Stains slides by Hematoxylin-Eosin technique;

Performs special staining;

Prepares frozen sections;

Subjects bone tissue to decalcifying process;

Records autopsy tissues in log book;

Maintains cross-indexing system of tissues processed daily;

Maintains quality of solutions by periodic testing;

Maintains inventory of reagents and stains;

Maintains filing system of slides and paraffin blocks and checks for accuracy;

Introduces new techniques to assistant;

Maintains all records, updates, standard operating procedures, etc. as required by NYSDOH regulations;

Researches new histological and histochemical techniques;

Attends pertinent seminars to remain abreast of methodology and instrumentation in the field;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES:

Thorough knowledge of modern laboratory techniques and procedures in the field of histology; good knowledge of related laboratory terminology; skill in the operation of standard laboratory equipment and apparatus; ability to understand, follow and convey complex technical instructions; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write speak, understand, and communicate in English sufficiently to perform the essential duties of the position; familiarity with the techniques of maintaining a filing system; accuracy; dependability; initiative; good judgement; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and either (a) a Bachelor's Degree* in one of the chemical, physical or biological sciences and one year of experience in histological techniques and laboratory procedure in a recognized laboratory; or (b) a Bachelors Degree* and two years experience as stated in (a); or (c) satisfactory completion of 60 credits* of college level course work which included at least 12 credits in one of the chemical or biological sciences and three years experience as stated in (a); or (d) five years of histological techniques and laboratory procedure in a recognized laboratory; or (e) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a), (b), (c) and (d).

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.