

SENIOR AUTOPSY ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a Pathologist Medical Examiner, an incumbent of this class provides specialized assistance to the Pathologist in the conduct of autopsies. Directly supervises laboratory personnel and general activities in the Autopsy Room to assure that appropriate procedures are being followed and that equipment and laboratory facilities are being properly maintained. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Schedules Autopsy Assistants for coverage of the Autopsy Room on a seven-day basis;

Coordinates the transportation of bodies with the Office of the Medical Examiner, hospitals, and funeral directors;

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;

Performs and/or supervises the performance of the following duties:

Removes bodies from locations throughout the county and transports them to laboratory using automotive equipment;

Handles bodies awaiting autopsy or burial; lays out proper instruments and readies bodies for autopsy;

Cleans morgue and autopsy room;

Maintains autopsy instruments and equipment;

Transfers bodies from compartment tray of morgue refrigerator to the autopsy table;

Lifts bodies manually or using a hoist from stretcher to autopsy table;

Lays out cutting and surgical instruments, glass specimen jars, and test tubes to prepare for autopsy;

Writes information such as date and name of deceased on specimen labels and in autopsy logbook for identification and record purposes;

Hands surgical instruments such as knives, saws, scalpels, forceps and linens as needed or directed to the pathologist;

Flushes blood and body fluids from corpse using water and suction evacuation hoses;

Performs prosecting duties;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Places organs and specimens in pre-labeled specimen containers;

Locates and ties off major arteries and stumps of organs and closes incision in body cavities to prepare body for the undertaker; may fill cranium with plaster;

Releases bodies to authorized persons.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the fundamental principles and technicalities of human anatomy; good knowledge of the methods utilized in the preparation of bodies for post-mortem examinations; ability to supervise and teach lower level laboratory employees; ability to supervise related laboratory activities; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; tolerance for unpleasant work; accurateness; thoroughness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a high school or equivalency diploma and four years of experience as an Autopsy Assistant; or (b) completion of two years of post high school education* in mortuary science and two years of autopsy experience; or (c) five years of autopsy experience in a hospital or medical school pathology laboratory; or (d) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) through (c).

SPECIAL REQUIREMENTS: Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title

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