

## **AUTOPSY ASSISTANT**

**GENERAL STATEMENT OF DUTIES:** Assists the pathologists in conducting each day's autopsies; oversees the release and intake of bodies for autopsy along with their personal effects; prepares the bodies and the morgue for each day's autopsies; ensures the morgue remains adequately stocked with autopsy supplies; packages and prepares specimens that are submitted to other laboratories for analysis; fills out the necessary paperwork for each day's autopsies; manages the short term and long term storage of tissue; performs other related duties as necessary.

### **STATEMENT OF TASKS:**

Checks morgue cooler each morning to determine body inventory and determine which bodies are to be autopsied;  
Transfers bodies from the morgue cooler to the autopsy suite and transfers them to the autopsy tables; photographs the bodies as they are received and prepares the autopsy stations for the day's work;  
Undresses the bodies and draws the necessary body fluids for laboratory analysis;  
Opens the body and performs the evisceration, weighs the organs and gives them to the pathologist for further dissection;  
Assists with additional autopsy photography and evidence collection during each autopsy as needed;  
Closes the body and prepares it for release to the funeral home along with the personal effects;  
Packages and releases evidence to the appropriate agencies following chain of custody procedures;  
Cleans the autopsy stations and instruments and prepares each station for the next autopsy;  
Completes paperwork for each case which includes working with a computer database;  
Works with security personnel to ensure proper body release to funeral homes;  
Orders and re-stocks the morgue with the supplies necessary for the autopsy workload;  
Packages specimens for shipment to outside laboratories for analysis or storage;  
Transports specimens to laboratories inside the facility and places tissue in storage.

This statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

### **REQUIRED KNOWLEDGE SKILLS AND ABILITIES:**

Moderate to extensive knowledge of human anatomy;  
Knowledge of and experience performing autopsy evisceration techniques;  
General knowledge of body identification and release procedures;  
Ability to work independently and able to appropriately manage work load;  
Physical stamina to allow lifting and standing for prolonged periods of time;  
Physical and emotional ability to handle working with dead bodies;  
Ability to perform basic clerical operations and maintain simple clerical records;  
Knowledge of computers and photography;

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**REQUIRED KNOWLEDGE SKILLS AND ABILITIES (CONTINUED):**

Ability to maintain confidentiality of case details;  
Ability to develop and maintain effective working relationships with other employees, supervisors,  
law enforcement, and the general public;  
Ability to attend work regularly and work under stressful conditions.

**MINIMUM QUALIFICATIONS**

High school graduate or GED;

**AND**

Currently employed as an autopsy assistant with (2) two years minimum experience conducting autopsies and handling personal effects;

**OR**

One (1) year of full-time experience (or the equivalent) within the last (3) three years working as an autopsy assistant in a medical examiner's/forensic pathology office performing autopsies and handling evidence;

**OR**

Completion of a school-affiliated morgue internship in the Genesee County Medical Examiner's Office and a letter of recommendation from the internship site director;

**OR**

Completion of the autopsy assistant certification program through Mott Community College and a letter of recommendation from the autopsy practicum supervisor.

**SPECIAL REQUIREMENTS:**

The selected applicant may be required to work weekends, holidays, irregular hours, night shifts, and/or be on call.

Established: August 30, 2007  
Revised: September 26, 2007  
Revised June 10, 2009

  
Human Resources Director