



TRAVIS COUNTY
invites applications for the position of:
Chief Autopsy Tech

SALARY: \$48,530.77 - \$60,663.62 Annually

OPENING DATE: 03/18/21

CLOSING DATE: Continuous

JOB SUMMARY:

Under general supervision, assists Medical Examiners in autopsies. Supervises, directs, monitors and evaluates subordinate forensic autopsy staff. Assigns, schedules, reviews and documents work and is responsible for daily operations of morgue. Monitors safety procedures and technical protocols relating to the morgue areas and is accountable for and maintains morgue equipment, cleanliness and orderliness. Assists in developing and implementing policies and procedures, monitors staff for compliance and reviews section documentation. Conducts interviews and makes recommendations for new hires. Reviews and approves leave requests, identifies training needs and assists with budget preparation.

Distinguishing Characteristics:

This is the third in a series of three autopsy-related job classifications within the Medical job family. Incumbents perform moderately complex duties while assisting in the performance of autopsies and supervising subordinate forensic autopsy staff. Duties require a moderate degree of initiative and independent judgment. This classification is distinguished from the Forensic Autopsy Technician in that incumbents typically are responsible for the effective daily operations of the morgue and directly supervises subordinate forensic autopsy staff. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Supervises, directs, monitors and evaluates subordinate forensic autopsy staff. Monitors, prioritizes and makes decisions on daily work load and shift time schedules for the autopsy room. Works with the responsible forensic pathologist in the scheduling of autopsies and morgue personnel. Approves leave forms/requests and verifies timesheets.
- Assists in autopsies under immediate supervision and direction of the responsible forensic pathologist performing the examination. Prepares work area, opens the body, eviscerates, sutures and cleans body upon completion of autopsy by using established protocols. Assists in preparing tissue for microscopic slide preparation and the collection and labeling of specimens and evidentiary materials.
- Supervises all morgue activities including receipt and release of decedent's property and evidence. Maintains logs and files, and oversees access to the morgue area. Compiles and prepares statistical data and management reports for presentation, as required.
- Provides on-the-job training to assigned staff. Prepares and conducts staff performance evaluations and counseling, interviews and makes recommendations for hiring. Assists with developing, implementing, and revising policies and procedures. Monitors section and programs for compliance to policies, procedures, federal, state and local requirements.

- Oversees daily autopsy room quality assurances for all autopsy cases. Monitors safety and biohazard control measures, procedures and technical protocols relating to the morgue areas.
- Processes decedents for examination, including photographing, fingerprinting and x-raying. Removes, inventories and safeguards decedent's property and/or evidence.
- Supervises and oversees the daily cleanliness and decontamination of the autopsy rooms, morgue area and all associated equipment.
- Monitors and maintains appropriate supply inventory for morgue and autopsy room, including ensuring laundry functions are completed.
- Performs various autopsy room administrative functions, such as transporting toxicology specimens to the lab, maintaining records of stored tissue specimens, retrieving specimens as needed and ensuring proper disposition of specimens.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Medical Science or a directly related field AND two (2) to four (4) years experience handling bodies in a lab, hospital, morgue, mortuary or similar setting environment, including at least one (1) year of supervisory experience;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

Valid Texas Driver's License.

Knowledge, Skills, and Abilities:

Knowledge of:

- Common supervisory management principles and practices.
- Human medical terminology, anatomy, chemistry, biology as applied to forensic pathology.
- Standard autopsy room protocols and procedures.
- Safety and biohazard control measures and standards.
- Best safety practices in a morgue setting.
- Rules of evidence and chain of custody investigation and identification procedures.
- Policies, practices, and terminology used in autopsy activities.
- Principles and procedures of record keeping.
- Cleaning and sanitizing practices.
- File management and techniques.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business English, spelling and arithmetic.

Skill in:

- Supervising personnel in a morgue setting.
- Managing a morgue operation.
- Adhering to stringent sanitation and biohazard control measures.
- Using and caring of medical equipment used in autopsies.
- Using photographic, x-ray and fingerprinting equipment.

- Maintaining morgue cleanliness, inventory and equipment preventive maintenance with little or no supervision.
- Recording and compiling material for reports and trials.
- Scheduling personnel to achieve desired outcomes.
- Both verbal and written communication.

Ability to:

- Use and communicate effective safety practices and precautions.
- Work in morgue environment with daily contact and deal with death and human remains in various stages of decomposition, disease and trauma.
- Handle the psychological effects of death.
- Implement procedures and protocols established by the Chief Medical Examiner and Chief Administrative Officer.
- Follow written directions, instructions and protocols.
- Manage morgue operations on a day-to-day basis.
- Supervise subordinate forensic personnel.
- Maintain the confidentiality and integrity of information.
- Follow and carryout departmental instructions.
- Perform in a stressful environment, while maintaining a professional manner.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

WORK ENVIRONMENT & OTHER INFORMATION:

Physical requirements include the ability to lift/carry up to 75-100 pounds and maneuvering cadavers unassisted in excess of 200 pounds. Requires visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate laboratory equipment and basic office equipment and computer. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. At times requires driving and exposure to outdoor conditions. Subject to various biological/infectious, chemical, mechanical, electrical, explosive and radiation hazards in indoors/outdoors work, and exposure to fumes, noxious odors and toxic wastes. Daily contact with biohazardous materials. Some exposure to high on job demand stress. Must possess sufficient physical strength and emotional stability to work under adverse conditions.

Travis County employees play an important role in business continuity. As such, employees can be assigned to business continuity efforts outside of normal job functions.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

Department: Medical Examiner

Work Location: 7723 Springdale Road, Austin, Texas

Hours: Variable; works weekends and some holidays

Criminal and Educational background verifications are required

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.traviscountytx.gov/human-resources/jobs>

Position #21-06280
CHIEF AUTOPSY TECH
MV

OUR OFFICE IS LOCATED AT:
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