**The District 2 Medical Examiner’s Office**is seeking a part time and full time **Forensic Technician** to join our team! Our Tallahassee, FL office covers 10 counties and provides a path for career advancement.

Starting pay is $17/hr (with no experience) or higher based on experience and education.

Full time hours are Monday – Friday, 8:00 am – 5:00 pm/variable with rotating weekends and holiday call.

Part time hours at 8:00 – 5:00 Saturday – Sunday with training to occur Monday – Friday, 8-5.

**Education/Experience**

* Associates Degree in Criminal Justice or related field or equivalent course work or experience is required
* Bachelor’s Degree is preferred

**Job Qualifications/Required Skills**

* Working knowledge of laws, regulations, and policies pertaining to Florida Medical Examiner Offices.
* Ability to shift, transfer and work with bodies in various states of decomposition and heavy weights.
* Ability to work with laboratory chemicals and biohazardous materials.
* Ability to operate standard office equipment, morgue equipment, and x-ray machine.
* Knowledge of normal and abnormal anatomy and stages of decomposition.
* Knowledge of forensic fingerprinting and medical photography.
* Knowledge of chain of custody of evidence as well as ability to assist law enforcement and/or Medical Examiner with evidence collection.

**Primary Responsibilities**

* Clerical Duties - obtain initial death call information prior to forwarding call to Medical Examiner, Forensic Investigator or Operations Manager; create and maintain case files, transcribe autopsy and other reports and correspondences, document calls and requests for information, process public records requests, receptionist duties, data entry, and various other clerical duties as may be required.
* Technical Duties - prepare bodies and provide assistance with autopsies, perform x-rays, receive and release bodies, prepare autopsy files, assist in the collection of evidence, personal effects and specimens, clean morgue, accept and release bodies, track and stock supply inventory, and other technical duties as may be required.
* Provide evening, weekend and holiday coverage for autopsies, as necessary.

**KWB Pathology Associates**offers a full benefits package that includes:

* $25,000 Life Insurance policy and Long-Term Disability fully paid by KWB
* Capital Health Plan medical insurance
* Dental
* Vision
* Additional Voluntary Life Insurance
* Short-Term Disability
* Accident/Cancer policy
* Identity Theft Protection
* Pet Insurance
* 401k
* Profit Sharing

To apply: Send your resume to [HR@kwbpathology.com](mailto:HR@kwbpathology.com).

KWB Pathology Associates is drug-free workplace and an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion/creed, sex, national origin, age, disability, pregnancy, genetic information, citizenship, marital status, sexual orientation, and/or gender identity. Successful completion of background screen and drug screen will be required.