



DENVER
THE MILE HIGH CITY

Career Service Authority
Denver's Human Resource Agency

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JOB SPECIFICATION MEMORANDUM

TO: All agencies citywide
Holders of Job Specification Books

FROM: Alena Martinez

DATE: January 7, 2008

SUBJECT: New and/or revised Job Specifications

Attached are revised and/or new job specifications. These should be placed in your job specification book.

Old job specifications listed in the column "Job Specifications to be Removed" should be removed from your book and destroyed.

Agencies that hold only selected job specifications may discard those that are not classes within their agency.

**New and Revised
Job Specifications**

Forensic Autopsy Technician
Rev. 01/13/2008

**Job Specifications
to be Removed**

Forensic Autopsy Technician
Rev. 10/16/2006



Career Service Authority
Forensic Autopsy Technician

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GENERAL STATEMENT OF CLASS DUTIES

This is full performance work in a medical examiner facility assisting with forensic autopsies for the diagnosis of disease or trauma, performing limited scope diagnostic imaging examinations (x-ray: body and dental) and collecting evidence.

DISTINGUISHING CHARACTERISTICS

The Forensic Autopsy Technician is assigned entry progressing to full performance level work. Positions in the higher level class Forensic Autopsy Technician Supervisor are assigned full supervisory work over a shift of Forensic Autopsy Technicians and related medical examiner staff.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions. Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices. Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented and some degree of discretion and judgement are required within the parameters of the job function.

Level of Supervision Exercised:

No supervisory responsibility.

ESSENTIAL DUTIES

Sets up forensic autopsy clinic and assists with autopsy by positioning and fingerprinting patients, opening and closing bodies, removing organs, tissues and fluids, drawing and spinning blood samples (DNA) and assisting with taking cultures.

Collects and preserves forensic evidence (tissue, slides, radiographs, on-scene evidence) for use in determining cause and manner of death, and maintains records of examinations and evidence collected (chain-of-custody).

Performs limited scope diagnostic imaging examinations (x-ray: body and dental), selects length and intensity of radiation exposure, and develops and evaluates film for density, contrast, definitions, magnification and distortion.

Explains steps in the autopsy process to employees, law enforcement, interns and other interested parties.

Assists in providing training to a wide range of students, including medical students, interns and residents, in autopsy techniques and procedures.

Checks inventory of equipment, supplies and accessories on a regular basis, and requests and orders supplies.

Inventories effects of decedents and related evidence for release to authorized parties.

Cleans radiological and medical equipment and reports equipment malfunctions.

Maintains established departmental policies and procedures, quality improvement, safety, environmental and infection control standards.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Stress Tolerance - Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).

Physical Strength - Exerts maximum muscle force to lift, push, pull, or carry objects; performs moderately laboring work.

Visual Identification - Accurately identifies people, animals, or objects based on knowledge of their characteristics.

Flexibility - Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Attention to Detail - Is thorough when performing work and conscientious about attending to detail, including quality of radiographic film.

Integrity/Honesty - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Ability to work productively and efficiently with human remains and with the diagnostic tools and surgical instruments necessary to assist with medicolegal death investigation.

Knowledge of lab techniques and lab safety sufficient to be able to collect and preserve evidence and work safely with chemical, biological, microbiological, pathogenic and other potential hazards.

Skill in filling out forms and completing necessary paperwork related to the work assignment.

Skill in using the principles and practices effective and persuasive communication to elicit and/or present explanatory or interpretive information.

Physical Demands:

Lifting: raises or lowers an object of more than 50 pounds.

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Carrying: transporting an object, usually by hand, arm or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Pulling: exerting force on an object so that it is moving to the person.

Pushing: exerting force on an object so that the object moves away.

Crouching: bending body downward and forward by bending legs.

Reaching: extending the hand(s) and arms(s) in any direction.

Repetitive motions: making frequent movements with a part of the body.

Eye/Hand/Foot Coordination: performing work through using two or more.

Handling: seizing, holding, grasping or otherwise working with hand(s).

Fingering: picking, pinching or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Working Environment:

Wet: Frequent contact with water or other liquid.
Hazards: Conditions where there is danger to life, body and/or health.
Atmospheric conditions: Conditions that affect the skin or respiratory system.
Exposed to infections and contagious diseases.
Exposed to hazardous chemicals.
Exposed to chemical and specimen odors.
Regularly exposed to risk of bloodborne diseases.
Exposed to unpleasant elements (accidents, injuries and illness).
Handles emergency or crisis situations.
Occasional pressure due to multiple calls and inquiries.
Occasionally subjected to irregular hours.
Subject to burns and cuts.
Subject to injury from moving parts of equipment.

Education Requirement:

Graduation from high school or possession of a GED Certificate plus successful completion of one year of study with at least 6 semester hours in courses such as biology, human anatomy, physiology, zoology or criminal justice, that included laboratory work.

Experience Requirement:

None.

Education/Experience Equivalency:

Two years of experience as an autopsy assistant, surgical assistant, radiology technician or laboratory assistant that included developing a knowledge of human anatomy, skill in identifying or using surgical instruments and knowledge of aseptic techniques will substitute for the 6 semester hours of required education.

Licensure and/or Certification:

Passage of the examination for the limited scope of practice in radiology required by the State Board of Medical Examiners in Colorado, by the end of the probationary period, as evidenced by an active control number except for radiology technician.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 01/13/2008

REVISED BY: Hameed Pousti

CLASS HISTORY: 09/16/95, this class was originally replaced Autopsy Technician.
10/16-06, the E & E was modified to add exceptional clause for radiology technician.
This modification is to clarify the requirement by the State Board of Medical Examiners in Colorado that anyone operating equipment that produces ionizing radiation for medical diagnostic purposes, outside a hospital, must pass the exam for the limited scope of practice in radiology.