



Office of Human Resources
Forensic Autopsy Technician - CE2660

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General Statement of Duties

Performs full performance technical work for the Office of the Medical Examiner assisting pathologists with forensic autopsies for the diagnosis of disease or trauma; performs limited scope diagnostic imaging examinations; preparing a body for an autopsy, fingerprinting, and taking photographs, and collecting other evidence while performing related field work.

Distinguishing Characteristics

This classification is part of the Forensic Autopsy Technician class series. This series consists of the Forensic Autopsy Technician and the Forensic Autopsy Technician Supervisor, who is responsible to supervise Forensic Autopsy Technicians and other staff in the Office of the Medical Examiner.

Essential Duties

Packages, and ships specimen/samples such as tissue, bodily fluids, DNA, microbiology, toxicology, and histology. Daily exposure to chemical, biological, microbiological, pathogenic, and other potential hazards.

Collects fingerprints for identification purposes using a variety of techniques including inked prints, digital capture, casting, and chemical processing.

Performs limited scope diagnostic imaging for identification, documentation of trauma, and evidence location and collection. Selects the length and intensity of radiation exposure, and evaluates images for density, contrast, definitions, magnification, and distortion.

Performs field duties including decedent transport from place of death and evidence preservation while overseeing the work of lower level employees in the field.

Trains a broad audience (e.g., interns, medical students, and residents) in autopsy techniques and procedures. Explains steps of the autopsy process to stakeholders and other interested parties.

Performs forensic photography with special focus on trauma, identifying markers, and other regions of evidential or forensic value.

Collects, inventories, photographs, documents, protects, and preserves the integrity of evidence (and personal effects) via chain of custody.

Releases decedents to authorized parties.

Operates equipment including hand-powered machinery, office machinery, and heavy machinery. Uses instruments such as scalpel blades, saws, knives, flames, etc.

Collects, documents, and sends out appropriate specimen and paperwork to hospitals for first responder and internal exposures. Notifies supervisor and provides detailed documentation of internal exposure incidents.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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.

Competencies

Applies Technology to Tasks - Selects and understands procedures, machines, or tools that will produce the desired results; identifies or solves problems in machines, computers, or other technologies as they are related to performing tasks.

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

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.

Teaching Others - Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Knowledge & Skills

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.

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

Level of Supervision Exercised

Performs regularly assigned lead work.

Education Requirement

Bachelor's Degree in Criminal Justice, Law Enforcement, Psychology, Social Sciences, Biology, or a related field.

Experience Requirement

One (1) year of professional experience as an autopsy technician, surgical assistant, or related field. One (1) year of experience with the Denver Office of the Medical Examiner's Forensic Autopsy Technician Internship Program may substitute for the required experience.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

It is a condition of employment that the Denver Police Forensics & Evidence Division form for consent for collection of a DNA sample be completed at the time of hire.

Working Environment

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.
 Potential exposure to chemicals, gas and low-level radiation.
 Potential exposure to cold temperatures, cold enough to cause bodily discomfort.
 Potential exposure to conditions that affect the skin or respiratory system.
 Potential exposure to hazardous body fluids and bio-wastes.
 Potential exposure to hazardous conditions where there is danger to life, body, and/or health.
 Potential exposure to hazardous/toxic chemicals.
 Potential exposure to hazards from electrical/mechanical/power equipment.
 Potential exposure to housekeeping/cleaning agents/chemicals.
 Potential exposure to infection from disease-bearing specimens.
 Potential exposure to infections and contagious diseases.
 Potential exposure to odorous chemicals and specimens.
 Potential exposure to risk of blood-borne diseases.
 Potential exposure to toxic chemicals.
 Potential exposure to unpleasant elements (accidents, injuries, and illnesses).
 Potential exposure to unpleasant unit elements.
 Handles absentee replacement on short notice.
 Handles emergency or crisis situations.
 Noise: sufficient noise to cause distraction.
 Occasional pressure due to multiple calls and inquiries.
 Personal Safety: aware of surroundings, people, and events.
 Pressure due to multiple calls and inquiries.
 Subject to cuts from microtome knives.
 Subject to electrical and radiant energy hazards.
 Subject to hazards of flammable or explosive gases.
 Subject to long, irregular hours.
 Subject to many interruptions.
 Subject to pressure for multiple calls, inquiries, and interruptions.
 Subject to varying and unpredictable situations.
 Temperature Changes: variations in temperature from hot to cold.
 Wet: frequent contact with water or other liquid.
 Wet: frequent contact with water, liquid, chemicals, or sanitary sewage.

Level of Physical Demand

5-Very Heavy (100 lbs. or more)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Agility: Ability to move quickly and easily.
 Balancing: Maintaining equilibrium.
 Carrying: Transporting or moving an object.
 Climbing: Ascending or descending an object or ladder.
 Color vision: Ability to distinguish and identify different colors.
 Crouching: Positioning body downward and forward.
 Depth Perception: Ability to judge distances and space relationships.
 Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.
 Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.
 Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fine Dexterity: Sufficient coordination to operate a vehicle and manipulate objects.
Fingering: Picking and pinching, through use of fingers or otherwise.
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
Hazards: Conditions where there is danger to life, body and/or health.
Hearing/Talking: Perceiving and comprehending the nature and direction of sounds/ability to communicate ideas.
Hearing: Perceiving and comprehending the nature and direction of sounds.
Lifting: Moving objects weighing no more than 100 pounds from one level to another.
Neck Flexion: Perceiving objects located above or below.
Oral Comprehension: Ability to discern the meaning of oral speech.
Physical Strength: Exerts force to transport objects of 100 pounds or more.
Pulling: Exerting force upon an object so that it is moving to the person.
Pushing: Exerting force upon an object so that it moves away from the person.
Reaching: Extending the hands and arms or other device in any direction.
Repetitive motions: Making frequent or continuous movements.
Sitting: Remaining in a stationary position.
Standing: Remaining in a stationary position.
Stooping: Positioning oneself low to the ground.
Talking: Communicating ideas or exchanging information.
Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.
Walking: Ability to move or traverse from one location to another.

Background Check Requirement

Criminal Check
Employment Verification

Assessment Requirement

Performance Test

Probation Period

Six (6) months.

Class Detail

Pay Grade: NE-16

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date: 5/22/2023

Revised By: BM

Class History: 1/22/2021 - Updated entire class specification, including General Statement of Class Duties, Distinguishing Characteristics, Essential Duties, and Minimum Qualifications.

3/25/22 – Updated pay grade.

3/22/2023- Updates the level of physical demand and the assessment requirement.

5/31/2023- Updated general statement of duties, essential duties, and the level of supervision exercised.