



Office of Human Resources
Forensic Assistant – CE3426
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General Statement of Duties

Performs technical work to transport decedent individuals from place of death, preserves the integrity of evidence and personal effects via chain of custody, prepares decedents for post-mortem examinations, assists pathologists and autopsy technicians with forensic autopsies for the diagnosis of disease or trauma; performs limited scope diagnostic imaging examinations; preparing a body for an autopsy, fingerprinting, photograph documentation, data entry and collecting various items of evidence for the Office of the Medical Examiner.

Distinguishing Characteristics

This classification performs technical, physically demanding forensic work supporting the Office of Medical Examiner which may be performed outside of normal business hours in a variety of field settings within the Denver metropolitan area. This is both physically and emotionally demanding work that requires employees to occasionally assist in raising or lowering objects up to 150 pounds. This classification is distinguished from the Forensic Autopsy Technician who performs entry level to 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.

Essential Duties

Operates a vehicle dispatched to field locations whose purpose is to recover and transport bodies, specimens, and/or records from hospitals, nursing home, or other death scenes to the Medical Examiner's Office or other facilities within the Denver metropolitan area and in field locations that may be in difficult environments.

Maintains vehicles for daily operations including the overall cleanliness of the vehicle while monitoring supplies and equipment including decedent stretchers, gurneys, cameras, hand-powered machinery, straps, sheets, office machinery, and heavy machinery and replenishes, replaces, or repairs as needed. Completes vehicle inspection requirements.

Receives and processes bodies into the Office of the Medical Examiner; places bodies on autopsy tables; prepares bodies for release; and releases bodies subsequent to postmortem examination. Collects and preserves physical and medical evidence. Assists in autopsy procedures. Uses instruments including scalpel blades, saws, knives, and flames.

Assists in the physical recovery, packaging, lifting, and moving of decedents' bodies including infants, children, and bodies that may be fragmented, burned and/or in advanced stages of decomposition.

Provides courier service for official business including hospitals specimens, histology, supplies.

Collects fingerprints for identification purposes using a variety of techniques including inked prints, digital capture, casting, and chemical processing and in accordance with departments standard operating procedures.

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 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.

Assists with decedent releases to authorized parties. Assists the Coroner's Investigators in physical recovery and lifting of decedent's bodies.

Collects, documents, and sends out appropriate specimen and paperwork to hospitals for first responder and internal exposures.

Completes departmental checklist form before the start and end of every shift, notifies supervisor and provides detailed documentation of internal exposure incidents.

Assists with cleaning duties in the autopsy support department including laundering scrubs, uniforms, and sheets.

Performs case related data entry via case management system.

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 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

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

Problem Solving- Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

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

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 decedent handling and transportation, 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.

Ability to communicate effectively with decedent family members, law enforcement, and fellow employees.

Ability to work in highly stressful and emotional situations.

Skill in developing and applying effective coping and self-care skills that maintain physical, mental, emotional well-being, a healthy perspective, and a clear and appropriate set of boundaries.

Skill in working in death scenes that present a variety of difficult environmental challenges, such as strong odors, extreme temperatures, dilapidated living conditions, and/or rugged terrain.

Level of Supervision Exercised

None

Education Requirement

Graduation from high school or possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Two (2) years of experience as a funeral home assistant/transporter, 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.

Education and Experience Equivalency

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure and/or Certification

This job requires driving. Requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

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.
Personal Safety aware of surroundings, people, and events.
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 extreme temperature changes.
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 hot and humid work environment.
Potential exposure to infections and contagious diseases.
Potential exposure to odorous chemicals and specimens.
Subject to injury from moving parts of equipment or vehicles.
Subject to traffic, roadways, and pedestrians.
Works in confined, uncomfortable, or awkward locations.

Level of Physical Demands

5-Very Heavy (100+ lbs.)

Physical Demands

Handles absentee replacement on short notice.
Handles emergency or crisis situations.
Lifting: Moving objects weighing more than 100 pounds from one level to another.
Noise: sufficient noise to cause distraction.
Occasional pressure due to multiple calls and inquiries.
Personal Safety: aware of surroundings, people, and events.

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.
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.

Background Check Requirement

Criminal Check.
Employment Verification.
Motor Vehicle Record.

Assessment Requirement

Performance Test

Probation Period

Six (6) months.

Class Detail

Pay Grade: NE-10
FLSA Code: N
Established Date: 3/26/2023
Established By: BM
Revised Date:
Revised By:
Class History: New classification