

FORENSIC MORTUARY TECHNICIAN

General Statement of Duties and Responsibilities

This class of positions encompasses mortuary work, at various levels of responsibility, encompassing the retrieval, receipt and administrative disposition of deceased persons, and preparing for and assisting in autopsies for the Office of Chief Medical Examiner ("OCME"). Personnel may operate a motor vehicle. There are three Assignment Levels within this class of positions. All personnel perform related work.

Assignment Level I

Under supervision, during an assigned shift, supervises a group of City Mortuary Technicians retrieving and receiving deceased persons, and preparing for and assisting in autopsies; oversees the administrative disposition of deceased persons. In addition, performs tasks such as the following:

Examples of Typical Tasks

Supervises and trains subordinate staff.

Evaluates the performance of subordinate staff; takes corrective action as needed.

Prepares and coordinates shift work schedules.

May perform the duties of a City Mortuary Technician, as needed.

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OCCUPATIONAL GROUP [196]**

FORENSIC MORTUARY TECHNICIAN (continued)

Assignment Level II

Under general supervision, supervises the Forensic Mortuary Technician work described under Assignment Level I above. In addition performs the following tasks:

Examples of Typical Tasks

Is responsible for several shifts of subordinate mortuary staff; monitors and evaluates staff performance; takes corrective action, as needed.

Plans and carries out training and orientation of new mortuary staff.

Ensures records regarding the mortuary's census and the disposition of deceased persons are correct. Reconciles mortuary logs.

Ensures that technicians are following all health and safety procedures; inspects mortuary equipment; reports faulty equipment.

Determines assignments and reviews work schedules.

Oversees staff and other workers performing cleaning of facility to ensure cleanliness and sanitation.

May perform the duties of subordinate staff, as needed.

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FORENSIC MORTUARY TECHNICIAN (continued)

Assignment Level III

Under direction, oversees the activities of all the City's mortuaries on weekends, holidays and nights.

Examples of Typical Tasks

Visits mortuaries in the five boroughs to monitor operations and resolve problems; when on site or from a central location, contacts mortuary directors or other appropriate staff concerning problems requiring immediate resolution.

Resolves issues related to the pickup, drop-off or release of the deceased from OCME custody; works to resolve deceased transport problems; works with funeral directors on release of deceased to their care; works with Medicolegal Investigation staff to coordinate death scene investigations and to retrieve deceased.

Oversees the work of mortuary staff, motor vehicle operators, and auxiliary staff; holds staff meetings, as needed, to discuss mortuary issues and procedures; evaluates staff performance; recommends disciplinary actions, as needed.

Coordinates transportation functions with the Motor Pool.

Ensures compliance with all governmental safety and health laws and practices.

Works with Medicolegal Investigator in-charge to resolve assignment issues.

Prepares reports and keeps manual and computer records.

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CODE NO. 52040

FORENSIC MORTUARY TECHNICIAN (continued)

Qualification Requirements

A four year high school diploma or its educational equivalent and one year of full-time satisfactory experience in mortuary and autopsy work.

For Assignment to Level II

In addition to meeting the "Qualification Requirements" described above, to be assigned to Assignment Level II candidates must have one additional year of the experience described above, for a total of two years of experience.

For Assignment to Assignment Level III

In addition to meeting the "Qualification Requirements" described above, to be assigned to Assignment Level III candidates must have three additional years of experience as described above, for a total of four years of experience; two years of the experience must have been in a supervisory capacity, e.g., at Assignment Level II.

License Requirement

A motor vehicle driver license valid in the state of New York may be required for certain assignments. If required, this license must be maintained for the duration of employment.

Direct Lines of Promotion

From: None

To: None