

## FORENSIC TECHNICIAN 2

### GENERAL DEFINITION

This is technical forensic work serving as a lead worker in the processing and dissection of bodies for post mortem examination under the expertise of a pathologist. Employees in this class review the work of lower level technicians to ensure proper performance and provide instruction in appropriate methods, techniques and procedures. Work requires moderate physical effort and unfavorable conditions as the employee is exposed to contaminated and decomposed cadavers.

Work is performed under the supervision of a pathologist and a higher-level forensic technician.

ALLOCATING FACTORS: (The following conditions must be met for a position to be allocated to this class.)

- The work must be performed in the City's Medical Examiner's Office.
- The position must be responsible for reviewing the work of lower level Forensic Technicians to ensure proper work performance.
- The position must report directly to a Forensic Technician Supervisor.

### TYPICAL EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Assigns work to lower level technicians in the retrieval, transport, storage, preparation, dissection and release of post mortem bodies and in custodial and other related tasks; oversees the processing and storage of bodies to ensure that the appropriate paperwork is completed; ensures that work is performed properly as assigned; inspects autopsy rooms, receiving room, refrigerators and vans to determine that each is clean and orderly; determines that a sufficient amount of specimen bottles, chemical solutions and other instruments and supplies are on hand; instructs lower level technicians in the proper methods, techniques and procedures involved in preparing, dissecting and releasing cadavers; instructs new personnel in proper methods and procedures for assisting pathology staff in performing autopsies; takes identification pictures in autopsy area.

Picks up decomposed and badly mangled bodies; retrieves cadavers from local hospitals; receives bodies brought into the Medical Examiner's Office; conducts searches at scenes when picking up bodies in order to locate information for the identification of the decedent and next of kin; fingerprints bodies for purposes of identification; prepares bodies for autopsy; dissects bodies; removes and weighs organs; opens skull and removes brain; removes spinal cord and exposes middle ear upon pathologist's request; observes abnormalities which include adhesions, tumors or missing organs and reports such to a pathologist; restores skull and sews up body; releases bodies to undertakers; participates in the arrangements for and burial or cremation of unclaimed bodies.

Directs and performs routine custodial tasks including disposal of infectious waste; cleans and sterilizes equipment and instruments; drives van to pick up bodies and performs and oversees routine preventive maintenance of van.

Prepares receiving and delivery reports; prepares personal effects report and other related records; participates in the evaluation of lower level technicians work performance and in preparing weekly schedules; provides testimony in court.

Utilizes computer program applications to enter data, maintain records and reports, and perform related functions; takes fluoroscope and x-rays images of cadavers; supervises forensic technician staff in absence of, or as delegated by, superiors.

Performs related work as required.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

### KNOWLEDGE OF:

- gross human anatomy and of the characteristic appearance of normal and abnormal human organs
- the methods, practices, and procedures used in the dissection of bodies
- the clerical and related procedures involved in receiving and releasing bodies
- the surgical instruments and related equipment needed to dissect cadavers and remove organs

### SKILL IN:

- the utilization and care of surgical and related equipment used to dissect cadavers and remove organs

### ABILITY TO:

- plan and instruct new employees in the autopsy techniques necessary for bodies and in routine custodial and related tasks
- work with decomposed and contaminated bodies
- lift and move bodies
- maintain records and prepare reports
- understand and follow oral and written instructions
- establish and maintain effective working relationships with associates
- utilize computer applications

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE (The following statement represents the minimum training and experience standards which will be used to admit or reject applicants for tests. Applications submitted by candidates for this class will be reviewed based on training and experience requirements as approved on 3/13.)

### EDUCATION:

Equivalent to the completion of the twelfth school grade.

AND

GENERAL EXPERIENCE:

One year of experience dissecting human bodies under the supervision of a professional.

AND

SPECIFIC EXPERIENCE:

Two years of experience, at the full performance level, processing and dissecting bodies for post mortem examinations.

OR

Any equivalent combination of education and experience determined to be acceptable by the Office of Human Resources that has included the specific experience described above.

PHYSICAL AND MEDICAL REQUIREMENTS

Ability to physically perform the duties and to work in the environmental conditions required of a position in this class.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES

Possession of a valid proper class motor vehicle operator's license as issued by the Commonwealth of Pennsylvania within six months of appointment and during tenure of employment as a Forensic Technician 2.

**Class Established:**  
CSC - 10/63 Ad. Board - 11/63  
**Spec. Revision:**  
CSC - 3/94 Ad. Board - 4/94  
**Latest Spec. Revision:**  
CSC - 2/13  
Ad. Board - 3/13

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