

MORGUE MANAGER

DEFINITION

Under general supervision of the Coroner, responsible for the day-to-day administration of the morgue; assists with autopsies; performs work involving specimen preparation; maintains the cleanliness of the morgue; performs other duties as required.

EXAMPLES OF DUTIES

Assists a forensic pathologist in the performance of medico-legal autopsies including opening and closing of the body, photography, collection and documentation of evidence or specimens; coordinates the scheduling of autopsies including notification to appropriate law enforcement personnel; assists in identification of bodies including obtaining fingerprints, using specialized procedures for decomposed bodies and obtains services of identification experts such as a forensic dentist; registers and inventories all bodies and their personal property; maintains autopsy facility, equipment and supplies in a clean/sanitary condition; prepares bodies for release; releases bodies and property to the appropriate agency, funeral director, or family member and secures a receipt of the transaction; maintain morgue supply inventory including the ordering of supplies; provides testimony as to decedent identification, chain of custody and evidence gathered; completes and timely files all morgue related forms and reports.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to a bachelor's degree in chemistry, biology or other medically related science and two years experience as a pathology assistant, autopsy assistant, morgue diener or in a closely related area.

Knowledge and Abilities: Considerable knowledge of procedures involved in medico-legal autopsies; considerable knowledge of human anatomy; considerable knowledge of medical and legal terminology; considerable knowledge of techniques and procedures for the handling and preparation of evidence for chain of custody control; considerable knowledge of methods and procedures for the handling of contaminated specimens, waste, and equipment; working knowledge of cleaning products and disinfecting procedures to clean and sanitize equipment and facilities according to safety precautions; working knowledge of solvents and tissue preservatives such as formalin using safety precautions; ability to establish and maintain effective working relationships with Coroner staff, law enforcement officers, funeral directors, decedent family members and medical personnel; ability to move bodies of various weights and sizes; ability to communicate effectively orally and in writing.

Special Requirements: Possession of or eligibility for a valid Wisconsin driver's license; access to reliable personal motor vehicle transportation; availability to work evenings, weekends and holidays as needed; maintain Dane County residency following employment.