

**OFFICE OF CHIEF MEDICAL EXAMINER  
CITYWIDE JOB VACANCY NOTICE**

**Civil Service Title:** City Mortuary Technician  
**Title Code No:** 52020

**Level:** N/A  
**Salary:** \$36,129 Hiring Rate  
\$41,548 Incumbent

**Office Title:** City Mortuary Technician  
**Division/Work Unit:** Mortuary

**Work Location:** Citywide  
**Number of Positions:**

**Hours/Shift:** Hours are scheduled over a seven day period; weekends and holidays included. Work schedules and location may change at the discretion of the Agency.

**The Office of Chief Medical Examiner investigates cases of persons who die within New York City from criminal violence, by accident, by suicide, suddenly when in apparent health, when unattended by a physician, in a correctional facility or in any suspicious or unusual manner or where an application is made pursuant to law for a permit to cremate a body of a person.**

*We exist to provide answers in support of families, victims and community during times of profound need.*

**JOB DESCRIPTION**

The core values of the OCME are to put the mission of the agency first, to be truly dedicated and to have integrity in every aspect of our professional life. Duties will include but are not limited to:

- Assists in preparing deceased for autopsy by removing clothing from the body.
- Weighs deceased, lift body onto the autopsy table, removes skull cap, and assists Medical Examiners in all autopsy procedures as directed.
- After autopsy, replaces organs, packs cavities, sutures, washes, shrouds and places bodies in storage box. Cleans and disinfects autopsy table.
- At scene of death, prepares body for transport, attaches and completes toe tags, secures medications to body as per policy, places body in body bag.
- Accompanies drivers to designated locations to retrieve decedents and transport back to Mortuary.
- Reports all accidents and unusual incidents to management personnel.
- Checks death certificates and other documents relating to autopsies for the releasing of claimed bodies.
- Records receipt, storage box, transfer, and release of bodies and clothing, and all records of autopsies.
- Assists in loading and unloading bodies from City, EMS and funeral director hearses.
- Maintains premise, equipment and instruments in a clean and sanitary condition.
- Takes identification head shot photo(s).
- Boxes and loads City burial cases.
- Logs in deceased case information.
- Cleans and disinfects body transport vehicle, equipment, mortuary autopsy rooms and other mortuary associate locations.
- Takes fingerprints of decedents during or after autopsy as per developed procedures.
- Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS**

There are no formal education or experience requirements for this position. Must be able to perform the physical tasks of the job.

**Note:** New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland or Orange County.

**PREFERRED SKILLS**

Computer familiarity desired. Experience working in a Mortuary.

**SPECIAL NOTE**

1. Selected candidates will be required to provide a DNA sample by swabbing.
2. This position has been identified as "essential." During ALL weather & emergency events, "essential" positions may require 24-hour availability.

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO THE NEW YORK CITY'S E-HIRE WEBSITE:

**NO PHONE CALLS**

<b>POST DATE:</b>	<b>POST UNTIL:</b>	<b>JOB ID #</b>
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