



DEPT OF HEALTH/MENTAL HYGIENE
Job Posting Notice

Job ID 310529 # of Positions 9

Business Title Medical Examiner Assistant

Civil Service Title FORENSIC MORTUARY TECHNICIAN

Title Code No 52040 Level 03

Title Classification Competitive

Proposed Salary Range \$ 52,604.00 - \$ 71,388.00 (Annual)

Work Location 421 East 26th Street NY NY

Division/Work Unit OCME-Operations

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Job Description

OFFICE OF CHIEF MEDICAL EXAMINER
CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Forensic Mortuary Technician

Level: III

Title Code No: 52040

Salary: \$52,604 (Hiring Rate)
\$71,388 (Max)

Office Title: Medical Examiner Assistant

Work Location: Citywide

Division/Work Unit: Mortuary

Number of Positions: 9

Hours/Shift: Thirty-five hours over a seven day period; may work evenings and will work weekends.

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. Under the direction of the Deputy Director of Mortuary Services, oversees the activities of the mortuaries under the auspices of the Office of Chief Medical Examiner (OCME); performs related work. Typical tasks include the following:

- Completes complex and varied tasks required to assist a medical examiner in an autopsy exam.
- Assists medical examiners with all aspects of the postmortem examination including evisceration, dissection and restoration of the body
- Coordinates with faculty to support the training of fellows, residents, medical students, and other personnel
- Works with medical examiners and pathology coordinators to arrange and assist with specialized examinations (ie. Neuropath & cardiopathology)
- Performs advanced fingerprint and identification techniques
- Coordinates with mortuary offices to support operations and resolve problems; when on site or from a central location coordinates with mortuary supervisors or other appropriate staff concerning problems requiring immediate resolution.
- Coordinates with senior pathology and mortuary staff to resolve issues related to the recovery, and transport of decedents, as well as case oversight of check-in /case check out, resolves problems or issues with CMS; works with funeral directors on release of decedents to their care; works with the Tour Commander to coordinate death scene investigations and with recovery of decedents.
- Oversees the work of mortuary staff, motor vehicle operators, and auxiliary staff, holds staff meetings as needed to resolve mortuary issues and develop and implement procedures; evaluates staff performance
- Works with management to develop autopsy and mortuary SOPs
- Liaises with 3rd party (i.e. HHC and NYU) autopsy services
- Verifies recorded information in CMS (i.e. personal property)
- Works with the Medical Investigator in-charge or Tour Commander to resolve assignment or case related issues city-wide, ensuring smooth and effective operations.
- Assists in signing in/out decedents during "off hours" at any of our three borough mortuary offices.
- Reports to accident locations involving agency staff/vehicles and to death scenes as needed
- Coordinates City Burial operations as needed.
- Liaises with NYPD, FDNY, NYCEM, etc as needed.
- Handles any administrative issues that arise involving the agency and communicates with leadership as necessary for direction.
- Prepares reports and keeps records.
- Liaises with Health and Safety Officer
- Required to operate a motor vehicle
- Perform Mortuary equipment maintenance and accountability
- Ensure the autopsy suites and mortuary areas are properly stocked
- Ensure that the autopsy suites are operationally prepared at all times
- Performs other duties as required.

Minimum Qual Requirements

1. A four year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization 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.

Additional Information

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.

SPECIAL NOTE

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

PREFERRED SKILLS

Successful candidates should possess the following: death scene investigations expertise, post mortem care specialist, demonstrated skills in Microsoft Outlook and Word processing and spreadsheet applications; ability to provide support to staff when issues arise relating to CMS; must be highly organized and possess excellent oral communication and interpersonal skills and have supervisory experience covering multiple disciplines.

To Apply

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO: <https://a127-jobs.nyc.gov>. JOB ID #310529

NO PHONE CALLS PLEASE

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING DATE 10/20/2017

POST UNTIL Until Filled

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