

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

Civil Service Title: Forensic Mortuary Technician
Title Code No: 52040

Level: III
Salary: \$51,072 (Hiring Rate)
\$58,733 (Incumbent Rate)

Office Title: Administrator on Duty
Division/Work Unit: Mortuary
Hours/Shift: Thirty-five hours over a seven day period; may work evenings and will work weekends.

Work Location: 421 East 26 Street, NYC
Number of Positions:

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:

- Visits the three mortuary offices to monitor operations and resolve problems; when on site or from a central location contracts mortuary supervisors or other appropriate staff concerning problems requiring immediate resolution.
- Resolves issues related to the recovery, and transport of decedents, as well as case check-in /case check out, 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 discuss mortuary issues and procedures; evaluates staff performance; recommends disciplinary actions as needed.
- Monitors transportation functions and staff, including rerouting of vehicles and staff by adjusting schedules and assignments as situations arise; arranges for emergency road services for vehicles that breakdown during off hours; arranges for towing by contracted vendor; assists in the coordination of city burial transportation.
- 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, OEM, etc as needed.”
- Handles any administrative issues that arise involving the agency and communicates with upper administration as necessary for direction.
- Prepares reports and keeps records.
- Required to operate a motor vehicle.
- Performs other duties as required.

QUALIFICATION REQUIREMENTS

1. 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 Level III
In addition to meeting the “Qualification Requirements” described above, to be assigned to Assignment Level III candidates must have three additional year of the 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.

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: 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, PLEASE SUBMIT RESUME AND COVER LETTER TO: <https://a127-jobs.nyc.gov>

POST DATE	POST UNTIL:	JOB ID #
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