



# ADA COUNTY HUMAN RESOURCES

## FORENSIC TECHNICIAN CORONER'S OFFICE

**HIRING WAGE:** \$20.95 – \$25.10/hr DOE

**STATUS:** Full-time with benefits

**CLOSING DATE:** Until Filled

**APPLICATION MATERIALS:** Apply online at [adacounty.id.gov/jobs](http://adacounty.id.gov/jobs)

### **GENERAL SUMMARY**

Provides technical assistance in diagnosing disease, trauma and in determining cause and manner of death. Processes cases before, during and after autopsy by using a variety of techniques to preserve medicolegal evidence, establish positive identification and preserve chain of custody. Maintains the facility in a safe and sanitary condition. Performs a variety of forensic and clerical work to include: collecting, photographing, documenting, preserving and maintaining evidence and specimens.

### **DISTINGUISHING FEATURES OF THE CLASS**

This position performs work that is varied and complex, requires independent judgement and initiative which is performed under general supervision and according to pre-defined guidelines.

### **ESSENTIAL FUNCTIONS**

#### **FORENSIC TECHNICIAN I**

- Assists in medical legal autopsies, opens and closes bodies, removes and weighs organs, collects, preserves, transports and stores specimens;
- Prepares and preserves forensic evidence through proper collection, handling, security, and chain of custody;
- Confers with forensic odontologists, state epidemiologists, research medical professionals, police, coroners, doctors, hospital staff, next of kin and insurance investigators, funeral homes;
- Admits decedents into morgue custody and assures proper chain of custody procedures are followed;
- Records and maintains detailed records of evidence and examinations;
- Lifts, transfers, and positions decedents, while correctly using approved lifting techniques and procedures;
- Photographs and documents decedents, wounds, injuries, property and evidence;
- Obtains fingerprints using several forensic techniques;
- Collects bodily fluids and tissue for toxicological analysis;
- Performs diagnostic imaging including body and dental radiographs;
- Performs toxicology preparation and shipping;
- Procures biological cultures and coordinates with state epidemiologist and hospitals;
- Ensures proper identification has been obtained;
- Coordinates the releasing, moving and refrigerated storage of decedents and tracks of the location and status of decedents in Ada County Coroner's Office custody. Cleans, prepares and releases decedents to the mortuary;
- Maintains cleanliness of facilities and equipment.

#### **FORENSIC TECHNICIAN II**

- In addition to Forensic Technician I functions:
- Train Forensic Technician I;
- Maintains supplies inventory organization, handling, storage, spreadsheets and ordering;

- Toxicology review and audits;
- Maintains fingerprint database;
- Supervises interns in autopsy suite;
- Maintains impounded medication security, inventory and destruction in accordance with office policy;
- Provide review of technical and quality procedures;
- Quality control and maintenance of evidence inventory, organization, handling, storage, records and documentation;
- Quality control and maintenance of specimen and histology inventory, organization, handling, storage, documentation and destruction;
- Creates training plans for Forensic Technician I and Interns;
- Validates new procedures used in the forensic division;
- Generates educational and outreach opportunities;
- Ensure that newly emerging scientific information is incorporated into the forensic discipline;
- Participates in mass fatality and emergency management training and planning;
- Assists Forensic Supervisor in anthropology casework;
- Assists in accreditation processes.

### **ADDITIONAL FUNCTIONS**

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- Performs routine maintenance and upkeep on facilities and equipment;
- Performs related functions as required.

### **JOB REQUIREMENTS**

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#### **FORENSIC TECHNICIAN I**

- A Bachelor's degree from an accredited university in health science, nursing, medical technology, anthropology, biology or related field, or an equivalent combination of education and experience;
- Knowledge of the rules of evidence;
- Knowledge of modern forensic, pathological, and laboratory principles and practices;
- Knowledge of medical nomenclature and anatomy;
- Knowledge of universal precautions and safety guidelines;
- Knowledge of applicable laws, statutory requirements, rules, regulations, policies, and procedures;
- Knowledge of photography techniques and processes involved in medicolegal investigations;
- Skill in the operation of scanning/imaging, photographic, audio-visual, x-ray and related equipment;
- Skill in finding and gathering information and data;
- Skill in the use of the principles, theories, and practices of fingerprint examination;
- Ability to perform medical procedures;
- Ability to read, interpret and apply rules, regulations, policies and/or procedures;
- Ability to use cleaning agents, products and equipment;
- Ability to use security and or control techniques or devices to secure people, facilities, property, supplies and specialized equipment;
- Ability to maintain composure and respond effectively and efficiently in stressful, emergency, volatile, or crisis situations;
- Ability to deal with people in a manner which shows sensitivity, tact and professionalism;
- Ability to maintain effective working relationships.

#### **FORENSIC TECHNICIAN II**

- Meet requirement and performs functions of a Forensic Technician I;
- Maintains certification in a least one forensic discipline;
- Maintains FEMA certifications;
- Knowledge of osteology;
- Knowledge of anthropology principles and practices;
- Skill in general supervision and customer service;
- Skill in project and workload delegation;
- Ability to compile, code, categorize, calculate, audit, verify information or data;
- May respond to death scenes in an anthropological capacity.

## **OTHER REQUIREMENTS**

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- The incumbent will work closely with law enforcement, emergency personnel and medical professionals;
- This position has been designated safety sensitive and therefore the incumbent is subject to random drug testing.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

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- Incumbent may be subject to a variety of chemicals and infectious disease and machine operations which requires the use of special precautions and or equipment;
- Duties of the position include some physical exertion such as long periods of standing walking over rough terrain, bending, crouching, stooping, stretching, reaching or similar activities; moving of heavy objects which require above average agility and dexterity;
- The incumbent must be able to lift a minimum of 100 pounds with the majority of the bodies weighing over 100 pounds;
- Requires emotional and psychological resilience when exposed to sensitive and potentially traumatic case material.

## **DISCLAIMER**

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To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code

## **NOTE**

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*Ada County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities. The hiring pay range may be appropriately adjusted based upon current and/or prior applicable Ada County employment experience. \* If you need reasonable accommodation to participate in and/or complete the county's application process, please contact Human Resources at the phone number or address listed hereon. (TDD call 287-7979)*

**Ada County Human Resources | 200 W. Front Street, 2<sup>nd</sup> Floor, Boise, ID 83702**

**Office: 208-287-7123 Fax: 208-287-6999**

[adacounty.id.gov](http://adacounty.id.gov)