

MEDICAL INVESTIGATION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is technical, paraprofessional work involving on-the-scene response for removal and transportation of human remains from death scenes to the morgue. This work is performed under the direct supervision of a Senior Medical Investigator or the Medical Examiner. Does related work as required.

TYPICAL WORK ACTIVITIES:

Responds to death scenes by removing and transporting decedent remains from the scene to the Rockland County Medical Examiner's Office for post-mortem examinations;
Assists with pre-autopsy procedures by recording the date and time of the decedent's admission, documenting height and weight of the decedent, and recording all clothing and/or personal items;
Records autopsy data (e.g. organ weight), as directed;
Cleans and maintains the autopsy room for all pre and post examinations;
Prepares bodies for viewing and for release to funeral homes by taking pictures of the decedent's face and body and or cleaning and washing the decedent's body, as directed;
Performs a variety of routine mortuary tasks, as needed;
May collect and package all post-mortem specimens under the direction of a Pathologist.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to work with bodies of deceased persons at varying post-mortem stages, including lifting, moving and undressing decedents; ability to maintain accurate basic records; ability to understand and follow oral and written instructions.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and either:

- a. Six (6) months of non-clerical mortuary and/or autopsy experience* in a Medical Examiner's/Coroner's Office; or
- b. One (1) year of professional, para-professional, or technical (i.e. non-clerical) experience in law enforcement, corrections, security or in a funeral home; or
- c. One (1) year of experience as a Firefighter (volunteer or paid) or an Emergency Medical Technician (EMT) or Paramedic.

SPECIAL REQUIREMENT: Possession of a valid motor vehicle license.

*Examples of qualifying experience include direct physical handling of a body/decedent, autopsy preparation, and assistance and/or decedent pick-up, removal and transport.