

Franklin County Coroner's Office		Columbus, Ohio
Job Title	Morgue Supervisor	Revised 12/2024
Reports to	Director of Operations	
Department	Morgue/Histology/Radiology	
Position Description	<p>Under the direction of the Director of Operations, the position ensures efficient operations and administration of operations within the morgue includes histology and radiology. Ensures proper professional development and training of staff as related to department. Must work in cooperation and consultation with the Forensic Pathologists and supervisors of various FCCO departments. Expected to exercise discretion in applying goal and policy statements, in resolving any of the unit's service delivery problems and in supervising assigned staff. Incumbents are expected to use judgment in performing duties and exercise discretion in following protocol, procedures, laws, and regulations in the performance of duties. Ensure timely and adequate staffing of the morgue. Ensure accurate data available concerning morgue procedures. Implement policy and procedure and provide feedback on changes that are needed. Maintain compliance with regulatory agencies' standards. Examine cadavers; prepare reports; secure and transfer valuables, property, evidence, specimen, and histology samples. Working conditions are in an office environment, morgue, histology laboratory, and radiology image suite; exposure to temperature variations, damp-wet surfaces, hazardous-toxic atmosphere, decomposing cadavers, infectious diseases, hazardous materials and unfavorable fumes, vapors or odors. Hours as determined by operational needs.</p>	
Major/ Essential Functions	<ol style="list-style-type: none"> Oversee daily operations of the morgue: Supervises and directs the work of Morgue Technicians and Morgue Attendants; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops and monitors unit work plans and work performance standards; conducts educational activities and training of department staff; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge. Assists Pathologist with examination procedures; prepares decedents for autopsy; performs evisceration of decedents; collects specimens and evidence taken during autopsy; performs x-rays of decedents; assists in external and internal examination of decedents; performs specialized dissection techniques; disposes of biohazard materials including fixed tissue, organs and other refuse from autopsy; maintains autopsy and histology logs. Communicate effectively with pathologists to ensure operational needs are met. Manages a variety of administrative assignments; ensures compliance with registrations and licensing; maintains and updates departmental manuals; reviews and updates departmental inventory forms; maintains unit's adherence to established departmental policies and procedures, quality assurance, and safety protocols. Ensures OSHA/PERPP, Radiation, and Waste Management compliance. Performs related evidence oversight & handling; filing, pulling, archiving. Returns decedents' driver licenses to Ohio Bureau of Motor Vehicles, and notifies BMV of deaths. Administrative responsibilities: prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; inventories department supplies; prepares purchase orders as needed; communicates with family members, pathologists, law enforcement personnel, funeral homes, hospitals, and investigators; coordinates with disaster response team and inventories safety equipment and supplies; works in the property/evidence room inventorying, securing, and releasing personal items/property of the deceased, and transferring items of evidence to toxicology or to law enforcement. Receives and releases decedents into and from the Coroner's Office; ensures proper and correct identification of decedents; ensures case numbers for decedents are in the case management system; photographs decedents with accompanying case number identification; takes photographs and may record external identification characteristics of deceased persons; verifies the catalog of clothing removed, secures decedents' clothing and property, may remove clothing to assist Morgue Technicians during examination; collects and documents specimens from hospital and law enforcement agencies; ensures receipt of proper authorizations for decedent to be released; records release of body documentation into case management system. Performs inventory control functions; maintains inventory of consumable items; obtains product information and quotes from vendors to submit to Fiscal Officer for purchase orders. Maintains clean, safe work environment; performs cleaning and maintenance of the work environment before and after autopsy including equipment; ensures that workstations are properly stocked and prepared, replacing supplies as needed; replaces instruments for autopsy; prepares labels for autopsy samples and specimens; transfers and maintains evidence in storage; maintains proper hygiene standards for workstation and wardrobe; sanitizes carts after a decedent is released; cleans and sanitizes coolers, floors, and walls upon contamination. 	

	8. Demonstrates strong communication skills, including ability to communicate and to develop and maintain effective working relationships with staff; and communicate with family members, funeral homes/directors, law enforcement, doctors, departmental employees, and administrators.
Occasional Duties	<ol style="list-style-type: none"> 1. Attend meetings outside the organization with or as a representative of the Coroner. 2. Conduct examinations in the event of short staffing. 3. Assist with educational activities and training. 4. Locate and notify next of kin. 5. Other duties as assigned.
Qualifications	<p>The ideal candidate is a graduate from an accredited college or university with a bachelor's degree in Anatomy, Criminal Justice, Biological Science, Forensic Science, Nursing or another related field, and has three (3) years' experience in morgue operations and evisceration skills; or an equivalent combination of education and experience.</p> <p>Must secure and maintain a favorable background investigation; must acquire and maintain valid Ohio driver's license. Ability to effectively respond to inquiries, conflicts, and public relations issues; ability to communicate effectively, both verbally and in writing; ability to maintain effective working relationships with employees, supervisors and peers, County employees, government agencies, outside organizations, the news media, and the general public.</p> <p>Knowledge of ORC 313 and related sections; knowledge of evidence collection and transfer techniques; knowledge of human anatomy and evisceration techniques; knowledge of criminal justice system; knowledge of medical terminology; knowledge of health and safety standards and practices. Skills in identifying trauma wounds and in forensic photography. Ability to secure work area; ability to operate personal computer, facsimile, copier, digital cameras, vibrating bone saw. English is the official language of this position.</p>
Preferred Qualifications	Four (4) years supervisory experience (or leadership role) in a coroner's office or other medical/legal institution. Master's degree from an accredited college or university in a related field. Proficiency in Spanish or another language spoken by a significant number of Franklin County residents is a plus.
Security Sensitive	Yes
Physical Demands	Physical requirements include lifting-carrying of 100-150 lbs. constantly; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard. Subject to smelling, handling, walking, sitting, standing, bending, reaching and twisting to perform the essential functions.
Additional Requirements	<p>Position may require any or all of the following:</p> <ol style="list-style-type: none"> 1. FEMA ICS 100, 200, 700, and 800 courses 2. FEMA Courses 300 and 400 3. Franklin County Human Resources Courses: Ethics, Customer Service, Multicultural Awareness, First Aid/CPR/AED, and CRASE 4. Ohio Sunshine Laws 5. Ohio Auditor - Fraud Reporting Training 6. Franklin County Data Center Security Training
Ray Range	\$76-84,000.00 (annually)
Regular or Temporary	Regular
Essential Status	Essential
Classified or Unclassified	Unclassified
Bargaining Unit	No
FLSA	Exempt
Job Category	Morgue/ Technical
Schedule	Hours are determined by operational needs.
Application	https://coroner.franklincountyohio.gov/careers/open-positions