

Morgue Tech.-Medical Examiner's Office

JR113-10-24



Location Rosenberg, TX
Job Requisition ID JR113-10-24

Fort Bend County is ranked as one of the fastest growing counties in the nation. We have capitalized on not only the creed of our location, but on the "quality of life" for our families to call home. Our employees are the key to our success and the heartbeat of our foundation. The diversity and inclusivity of our community is our strength and at the forefront of a workplace environment welcoming to all. Live Here! Work Here!

Responsibilities and Job Duties:

- Receives, photographs, tags and appropriately stores decedents along with associated evidence, valuables and personal effects
- Undresses, washes, weighs, measures and photographs decedents in preparation for autopsy examination
- Assists in opening abdominal, thoracic and cranial cavities during autopsy and removes, weighs and measures organ and fluid specimens
- Closes postmortem incisions utilizing surgical needles and sutures and ensures proper storage of decedents until release
- Performs and processes x-rays and CT scans of bodies and specimens. Obtains 40-hour CT scan training and radiation safety training. Maintains continuing education credits for CT scans. Wears radiation badge to detect yearly exposure amounts of radiation for reporting purposes.
- Fingerprints decedents prior to release, using specialized fingerprinting techniques as required and confirms adequate identification photographs were taken
- Obtains, labels and transports specimens to Toxicology section
- Enters data regarding decedents evidence and personal effects into the computer system
- Maintains inventory of evidence and/or property in a secure environment ensuring the protection and preservation of the chain of custody
- Inventories medications of decedents and secures them appropriately
- Maintains recovered osteological and skeletal specimens under appropriate conditions and security
- Contacts funeral homes regarding release and pick up of decedents
- Cleans and maintains autopsy trays, surgical instruments and equipment, body coolers, and the morgue work areas

- Receipts funds from decedents buried under the County's pauper burial program, when required
- May testify in a court of law regarding procedures of handling, inventory and maintenance of decedents, evidence and/or property held in custody
- Performs related duties as required
- Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers.

Minimum Requirements:

- High School Diploma/GED
- 3 years general office and administrative experience; additional education in a related field may be submitted for experience.
- Knowledge of human anatomy; knowledge of and skill in the utilization of radiological techniques; knowledge of health and safety standards and practices; knowledge of word processing, database and spreadsheet software; knowledge of basic office procedures.
- Skill in filing and organizing of material; skill in operating personal computer and basic office equipment; Ability to understand and follow instruction and strict operating procedures; ability to maintain records; ability to compile data and organize reports; ability to communicate with diverse groups of individuals utilizing tact and diplomacy; ability to establish and maintain effective working relationships with co-workers, County employees, outside agencies and the general public.

SALARY RANGE: \$20.10-\$30.15/ Hourly, based on qualifications & experience

CLOSING DATE: Upon filling position

To be considered for employment, all interested candidates must complete the required Fort Bend County online employment application located at www.fortbendcounty.jobs

All full-time and part-time employees are members of the Texas County District Retirement System (TCDRS). Full-time employees also enjoy a wide-range of great benefits.

Fort Bend County is an equal opportunity employer, committed to non-discrimination in employment on any basis including race, color, religion or creed, sex, sexual orientation, gender, gender identity, gender expression, pregnancy status (including childbirth and related medical conditions), national origin, ethnicity, citizenship status, age (40 and over), physical or mental disability, genetic information, protected military and veteran status, political affiliation or beliefs, or any other classification protected by state, federal and local laws, unless such classification is a bona fide occupational qualification.

For more information on Fort Bend County's Title VI / Nondiscrimination Statement, visit www.fbctx.gov/comply

Fort Bend County is committed to providing equal opportunity and reasonable accommodations to employees with disabilities. FBC complies with the Americans with Disabilities Act and all other applicable federal, state and local laws regarding disability discrimination and accommodation.