

CLASS TITLE: MEDICAL EXAMINER'S AGENT

Class Code: 02720200
Pay Grade: 20A
EO: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the removal, pick-up and transportation of bodies of decedents to the State Morgue; to actively assist in the performance of post-mortem examinations including autopsies; to maintain mortuary facilities, related offices and equipment; and to do related work as required.

SUPERVISION RECEIVED: Works under the supervision of a superior from whom general and specific assignments are received; work is reviewed upon completion for compliance with law, policies and procedures.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the removal, pick-up and transportation of bodies of decedents to the State Morgue; to actively assist in the performance of post-mortem examinations, including autopsies; to maintain morgue facilities, related offices and equipment.

To be responsible for the operation and minor maintenance of body removal vehicles.

In accordance with established procedures, to record the identification of decedents and the dates, time and parties involved including funeral directors.

As required, to present documents for legal dispositions for use in court.

To take possession of all articles and property of the deceased on or about the body and deliver the same to the Office of the Medical Examiner or a member of the family according to the circumstances; to secure evidence and maintain a legally defensible chain of custody.

To clean and sterilize laboratory apparatus, instruments, utensils and glassware; and to clean laboratory areas and dispose of laboratory wastes, as directed.

To clean and maintain mortuary facilities and equipment.

To record the receipt and release of bodies and assist in keeping other mortuary records.

To file histology slides.

To maintain and store tissues fixed in formaldehyde or equivalent preserving medium.

To file Kodachromes.

To release bodies to authorize persons.

To take X-rays, assist in answering telephones and do laundry.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the laws, policies and procedures relating to the transportation, receipt and release of the bodies and possession of decedents; a working knowledge of the rules and evidence and the ability to maintain a legally defensible chain of evidence; a working knowledge of the necessity for cleanliness and safety precautions in a laboratory and the ability to perform mortuary duties; the ability to maintain accurate and complete records of mortuary activities; and the ability to operate a motor vehicle in the transportation of bodies; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in laboratory work or in mortuary work involving the transportation of bodies and assistance in mortuary operations.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: As a condition of employment, must have no physical limitations which would preclude the performance of job requirements; and must possess and maintain a valid Rhode Island driver's license.

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