**Class Summary**

The responsibilities of this classification include assigning and coordinating the work of Forensic Autopsy Technicians. Incumbents train, coach, and monitor the workflow of assigned staff in addition to performing the full range of duties of the Forensic Autopsy Technician.

**Distinguishing Characteristics**

This is the second level of a two-level classification series. This classification is distinguished from the Forensic Autopsy Technician in that the incumbent conducts lead activities and assist the Administrators and Chief Medical Examiner with operational flow between the work sections.

**Examples of Duties**

*In addition to the duties for Forensic Autopsy Technician, the Forensic Autopsy Technician-Lead will:*

1. Direct, coordinate, and assist a team of autopsy technicians and interns in their regular duties; conduct work in a safe, efficient, and effective manner; resolve issues and oversee and monitor work.
2. Coordinate overall office functions with lead investigator(s), administrators, and chief medical examiner.
3. Set schedules and assure appropriate coverage, assign and review ancillary tasks, and ensure autopsy suite, lab, and evidence room are clean and orderly.
4. Have overall responsibility for section quality assurance and improvement.
5. Provide regular updates to the autopsy manual.
6. Participate in developing and updating training materials; provide training as needed.
7. Observe and provide feedback to supervisors, including annual performance reviews.
8. Perform other duties as assigned.

**Knowledge/Skills**

Leadership skills in a demanding environment

High level of knowledge of autopsy procedures

Knowledge of medical terminology, anatomy and physiology

Knowledge of skeletal biology, including individual bone identification

Knowledge of trace evidence and chain of custody

Knowledge of basic firearm safety

Skill in time management, organization and attention to detail

Skill in working independently, prioritizing own work and meeting deadlines

Skill in handling a number of tasks simultaneously

Skill in following written directions and protocols

Skill in dealing with death and with human remains in various stages of decomposition, disease and trauma

Skill in maintaining the confidentiality and integrity of information

Ability to take direction and work independently with a high degree of responsibility

Skill in organization and and attention to detail

Ability to maintain confidentiality regarding forensic cases

Skill in oral and written communicationd

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Washington State Driver’s License.

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

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| **FLSA Designation** | Non-Exempt |
| **Service Status** | Career Service |
| **EEO Code** | 3 |
| **Levels within same series** | Forensic Autopsy Technician  Forensic Autopsy Technician – Lead |
| **Class History** | 09/2022 - Created |