**Class Summary**

The responsibilities of this classification include supporting the investigations work unit(s) by accessioning and releasing decedents, processing property and evidence, triaging phone calls, collecting records, and maintaining, cleaning, organizing, and stocking the morgue, processing room, vehicles, and other areas.

**Distinguishing Characteristics**

This is a single-level classification. This classification is distinguished from the Forensic Medicolegal Death Investigator series in that incumbents within the Death Investigations Assistant classification do not investigate deaths.

**Examples of Duties**

1. Process, weigh, fingerprint, tag, and store decendents.
2. Process, record, and inventory evidence and property, ensuring chain of custody protocols.
3. Transport decedents from medical facilities to the King County morgue.
4. Locate and request lab samples and records.
5. Maintain the daily census of decedents.
6. Make follow-up phone calls to families related to disposition.
7. Assist with appropriate disposition of unclaimed property and evidence.
8. Assist with data entry and cleanup.
9. Assist with disposition authorization cleanup and paperwork.
10. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of policies, procedures, guidelines, protocols, and laws, including HIPAA requirements regarding deaths and human remains

Knowledge of the methods, techniques, equipment, and practices of handling deceased individuals

Knowledge of evidence handling and chain-of-custody procedures

Skill in working with human remains in varying degrees of decay and trauma

Skill in communicating effectively, both verbally and in writing

Skill in maintaining confidentiality with sensitive information

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**

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** | 2 |
| **Levels within same series** | None |
| **Class History** | 06/2024 - Created |