

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

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**FORENSIC MORGUE ATTENDANT**

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**DEFINITION**

Receives, logs in, stores, and releases bodies that are brought to the Iowa Office of the State Medical Examiner for autopsy; cleans autopsy suites, associated examination areas, equipment and cleans/autoclaves instruments for postmortem examinations; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Receives, logs in, stores, and releases human remains and personal effects from/to authorized personnel (funeral homes and law enforcement).

Maintains logbooks/records associated with the receipt, storage, and release of human remains and personal effects); answers telephone during non-business hours; records information and communicates it to the individual (Forensic Pathologist and/or Medicolegal Death Investigator) on-call.

Prepares/gathers autopsy paperwork for each new case and has all documents available for review by the Forensic Pathologist and Medicolegal Death Investigator prior to the start of the autopsy; originates new case file folders, labels, and autopsy paperwork; assists with standard record keeping, labeling of photographic slides, and filing of paraffin tissue blocks and microscopic slides.

Cleans/autoclaves instruments and sets them up for use the following day; cleans autopsy suites, associated examination areas, receiving bay, refrigerated storage units, morgue attendant night quarters, receiving area, break room, vending area, and other areas nightly.

Keeps premises secure by adhering to security protocols established by the Iowa Office of the State Medical Examiner for the receiving and release of human remains during non-business hours; maintains proper documentation and chain of custody of evidence, clothing, personal effects, and deceased individual.

Helps with general clerical duties (i.e., data entry, photocopying, receiving, opening and sorting mail, etc.) and assists Autopsy Technicians with restocking/ordering of autopsy and investigative supplies.

**COMPETENCIES REQUIRED**

Displays high level of organizational and time management skills.

Displays polite, courteous, and cooperative mannerisms to internal and external clients and customers to meet their needs.

Ability to follow instructions and pay attention to detail.

Ability to observe and record facts clearly, accurately, and legibly.

Ability to work independently and at times as part of a team.

Ability to tolerate and work with unpleasant sights, sounds, and odors in a sometimes stressful environment.

Ability to perform office/clerical functions (typing, photocopying, data entry, etc.).

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from high school or G.E.D.

#### **NOTES**

Incumbent must have valid driver's license.

Incumbent must be able to move heavy objects (bodies up to 300 pounds) by oneself or with the assistance of another.

Incumbent must be able to travel at a moment's notice (during shift) anywhere in the state of Iowa.

Incumbent must be able to work alone and during non-business hours.

Effective Date: 04/10 DDF