

# Champaign County Job Description

**Job Title:** Autopsy Technician

**Department:** Coroner

**Reports To:** Coroner

**FLSA Status:** Non-Exempt

**Employment Status:** Non-Bargaining

**Pay Grade:** G

**Prepared Date:** November 2025

## Summary

The Autopsy Technician performs specialized technical and support duties to the examination of human decedents under the jurisdiction of the Champaign County Coroner's Office. This position assists the Forensic Pathologist during autopsies, ensures accurate documentation and specimen handling, and maintains the cleanliness and readiness of the morgue and related equipment as well as supporting the investigative, clerical, and logistical functions to ensure compliance with statutory requirements and professional standards.

## Essential Duties and Responsibilities

Includes the following. Other duties may be assigned.

- Assists the Forensic Pathologist in the performance of autopsies and external examinations, including preparation of the decedent, labeling, and photographing identifying features, injuries, and evidence.
- Records autopsy data and observations as directed by the Pathologist.
- Corrects, labels, preserves, and stores specimens for toxicology, histology, and other laboratory testing according to established chain-of-custody and biohazard protocols.
- Handles, cleans, and maintains autopsy instruments and equipment.
  - Ensures proper decontamination and storage.
- Prepares the autopsy suite for each case.
  - Verifies documentation.
  - Ensures all necessary supplies and forms are available.
- Transports decedents to and from the cooler, autopsy suite, and release areas as required.

- Assists with decedent intake and release, documentation, and coordination with funeral homes, law enforcement, and medical facilities.
- Maintains morgue cleanliness, inventory, and supply management.
- Operates and maintains specialized equipment safely and effectively.
- Performs data entry and documentation in case management systems as directed.
- Assists in training or orienting new staff or interns as assigned.
- Follows all OSHA, CDC, and National Association of Medical Examiners (NAME) standards for safety, infection control, and evidence handling.

## Supervisory Responsibilities

This job does not exercise any supervisory responsibilities.

## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### Education and Experience

- High school diploma or general education degree (GED).
- (Preferred) Prior experience in a morgue, pathology lab, funeral home, or medical setting.
  - Medical or embalming/funeral director experience is extremely beneficial.

### Language Skills

- Ability to read and interpret documents such as medical reports, accident reports, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before media members, police authorities, and the general public.

### Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measuring using whole numbers, common fractions, and decimals.

## Reasoning Ability

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several variables in widely different circumstances.

## Certificates, Licenses, Registrations

- As required.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to:

- Stand.
- Walk.
- Sit.
- Talk.
- Hear.

While performing the duties of this job, the employee is occasionally required to:

- Stoop, kneel, or crouch.
- Crawl.
- Reach with hands and arms.
- Lift and/or move up to one hundred fifty (150) pounds.

Specific vision abilities required by this job include:

- Close vision.
- Distance vision.
- Color
- Peripheral vision.

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

- The noise level ranges from quiet to loud.

While performing the duties of this job, the employee is exposed to:

- Toxic or caustic substances.
- Bio-hazardous materials.
- Moving mechanical equipment.
- Potentially distressing environments.

While performing the duties of this job, the employee could be exposed to:

- Outside weather conditions.

## Notice

This document contains wording of a description of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered essential functions to a particular job or position with this job class. "Essential functions" are to be determined at the position of job level within each department.