

Champaign County Job Description

Job Title: Autopsy Technician

Department: Coroner

Reports To: Coroner

FLSA Status: Non-Exempt

Employment Status: Non-Bargaining

Prepared Date: November 2025

SUMMARY

The Autopsy Technician performs specialized technical and support duties related 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 operational readiness of the morgue and related equipment. The technician also supports investigative, clerical, and logistical functions to ensure compliance with statutory requirements and professional standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Included the following. Other duties may be assigned.

- Assist the Forensic Pathologist in the performance of autopsies and external examinations, including preparation of the decedent, labeling, and photographing identifying features, injuries, and evidence.
- Record autopsy data and observations as directed by the Pathologist.
- Collect, label, preserve, and store specimens for toxicology, histology, and other laboratory testing according to established chain-of-custody and biohazard protocols.
- Handle, clean, and maintain autopsy instruments and equipment; ensure proper decontamination and storage.
- Prepare the autopsy suite for each case, including identifying decedents, verifying documentation, and ensuring all necessary supplies and forms are available.
- Transport decedents to and from the cooler, autopsy suite, and release areas as required.
- Assist with decedent intake and release, documentation, and coordination with funeral homes, law enforcement, and medical facilities.
- Maintain morgue cleanliness, inventory, and supply management.

- Operate and maintain specialized equipment safely and effectively.
- Perform data entry and documentation in case management systems as directed.
- Assist in training or orienting new staff or interns as assigned.
- Follow all OSHA, CDC, and NAME (National Association of Medical Examiners) standards for safety, infection control, and evidence handling.

SUPERVISORY RESPONSIBILITIES

This job has no 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/or EXPERIENCE

High school diploma or general education degree (GED); Prior experience in a morgue, pathology lab, funeral home, or medical setting preferred. Medical or embalming/funeral director experience 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 measure, 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 primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; and talk; or hear. The employee is occasionally required to reach with hands and arms; and stoop; kneel; crouch; or crawl. The employee must occasionally lift and/or move up to 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. While performing the duties of this job, the employee could be exposed to outside weather conditions. The employee is also exposed to toxic or caustic substances, bio-hazardous materials, moving mechanical equipment, and potentially distressing environments. Noise levels from quiet to loud may vary as well.

NOTICE

This job description contains wording 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 to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within the department