



# VACANCY ANNOUNCEMENT

**The Department of Health has a career opportunity for qualified candidates for the following position:**

|  |                                  |                                 |  |
|--|----------------------------------|---------------------------------|--|
| Title<br><b>Forensic Morgue Technician<br/>[Classified Competitive]</b>                              |                                  |                                 | Salary<br><b>V98 \$40,000</b>  |
| Posting Number<br><b>275-20</b>  | Position Number<br><b>957667</b> | Number of Positions<br><b>1</b> | Posting Period *<br>From: <b>09/17/2020</b> To: <b>10/01/2020</b>            |
| Location:<br><b>Southern Regional Medical Examiner Office<br/>1175 Dehirsch Avenue, Woodbine, NJ</b> |                                  |                                 | Scope of Eligibility/Open to:<br><b>Applicants who Meet the Requirements</b> |

## GENERAL DESCRIPTION

To provide assistance and support to the daily operations of the Regional Medical Examiner Office, by assisting in the performance of autopsies and non-invasive examinations and providing photography and radiology support as needed. Will perform duties to assist the Medical Examiner per autopsy/view and will maintain and control the wet tissue storage room. Assists the medical examiner in the performance of both invasive and non-invasive forensic external views and autopsies following operating and PEOSH procedures and regulations. Records, bags and labels all clothing, personal belongings and evidence as outlined in the SOPs. Washes, sutures, bags and labels the cadaver prior to returning it to the cooler. Cleans assigned station upon completion of cases; restocks and sets up station for the next business day. Ensures that specimens requiring delivery to Shore Medical Center's specimen area are delivered after the autopsy and prior to the close of business that day. Ensures that toxicology and histology are delivered weekly to the Northern Regional Medical Examiner Office. Maintains the proper storage, filing and disposal of all wet tissues to be saved/stored. Following the SOPs, seals, labels and store all wet tissues, daily. Following retention schedules and PEOSH regulations, disposes of all outdated saved wet tissues. Cleans up formalin spills following PEOSH regulations. Maintains cleanliness of the storage area and storage containers. Spot checks stored bags for leakage on a weekly basis and re-bags, if necessary. Keeps a running log record of this activity and records the date and case number of tissues checked and re-bagged. Assists the body release clerk as assigned by following standard procedures of checking body bags and then completing log entries and body release forms to ensure accuracy of body releases. Assists in the identification of the decedent as necessary. Performs other related duties which may include taking photographs during the examination of bodies. May be assigned to perform clerical duties and will ensure that assignments received are carried out in a professional manner. May be requested to provide coverage in other areas when requested and assist with assigned duties in other areas in a timely and efficient manner.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**PHYSICAL:** Must be able to lift and manipulate human remains as needed to remove from the place of death. Must be able to withstand prolonged hours of standing.

**LICENSE:** Appointee must possess a driver's license valid in New Jersey.

## IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:  
**PSTSME@doh.nj.gov**
- Mail the required documents to:  
**Jill Velez, Administrative Analyst 3  
Office of the State Medical Examiner  
Reference Posting #275-20  
New Jersey Department of Health  
PO Box 360  
Trenton, NJ 08625-0360**

### Required documents:

- cover letter
- resume
- completed application, found at:  
<http://www.nj.gov/health/forms/dpf-663.pdf>

\* Responses received after the closing date MAY be considered if the position is not filled.

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
  - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
  - **The New Jersey Department of Health is an Equal Opportunity Employer.**
  - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*

PER-53  
AUGUST 20