



TRANSPORT AGENT

Department: Medical Examiners Office
Job Class #: 890500
Pay Range: Professional 02

FLSA: Non-Exempt
Represented: Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is entry level professional work in the Office of the Pierce County Medical Examiner. An employee in this classification is responsible for transporting human remains; receiving deliveries; collecting and preserving, and transferring physical, biological, and toxicological evidence; maintaining records, supplies, inventory and evidence gathering information; assisting the Medical Examiner staff in the performance of postmortem examinations; and photographing human remains.

ESSENTIAL FUNCTIONS:

- Transport human remains from hospitals, nursing homes, scenes of death, and other locations.
- Responsible for receiving and releasing human remains, maintaining the proper chain of custody ensuring clothing and personal effects accompany the remains to the Medical Examiner's Office.
- Ensure proper handling of any paperwork associated with receiving or releasing of human remains.
- Receive deliveries to the office.
- Assist with the inventory of morgue and vehicle supplies, equipment, tools, and instruments.
- Assist in the preparation of and filing of medicolegal evidence forms; and maintain records and data of work performed.
- Assist with the handling, transfers, labeling, and storing of histological specimens (tissues, blocks, and slides).
- Document and transfer personal property and evidence and keep appropriate records.
- Accurately count and document cash.
- Accurately inventory drugs and personal property.
- Assist forensic autopsy technicians and medicolegal death investigators in the collecting, handling, and transportation of trace, physical, and biological evidence and finger and palm prints.
- Assist with the handling, storage, and transfer of film and photographs; helps maintain related records and files.
- Take- photographs of human remains; and perform radiological (x-ray) studies under the direction of other Department staff.
- Assist with the preparation of bodies for postmortem examinations; weigh and measure human remains; handle and manage tissue and fluid samples from the body and forward or transport related information and samples to laboratories for further analysis.
- Perform computer data entry and retrieval; write basic notes in case files. (e.g. transport, inventory related notes) at the direction of other Department staff.
- Does laundry and related activities.
- Adhere to established safety and biohazard control and infectious waste management measures and record keeping.
- Assist the Medical Examiner staff in the removal, handling, and transportation of skeletal remains.

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- Assist with cleaning of morgue equipment, fleet vehicles and facility
- Assist with safety inspections.
- Receive basic case information from family members, hospitals, law enforcement agencies, and other sources for medicolegal death investigators.
- Provide testimony in court or other legal proceedings as needed.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.
- Routinely and safely lift and carry heavy objects, including the moving of dead human remains.

OTHER JOB FUNCTIONS

- Performs other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under the general direction of the Operations Manager. In field situations, however, Transport Agents must be able to perform the job duties independent of direct supervision. Work is reviewed in progress and upon completion by a supervisor. Individuals in this classification do not supervise or lead other employees.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Transport Agent works in a laboratory/morgue setting or in the office, and is required to safely drive a motor vehicle. Travel to various work sites is required on a daily basis as a routine part of the job. Incumbents are required to use considerable independent judgment and work in a stressful working environment. Transport Agents are exposed to disease, illness and bio-hazardous materials on a regular basis. There is exposure to and utilization of hazardous chemicals in the routine performance of their job duties on a daily basis. Prolonged periods of attention to detailed information is required. Work requires a flexible schedule, overtime, work on holidays, evenings, weekends, various shifts and availability on-call.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. This position has a variety of physical requirements of varying degrees based on numerous differing work circumstances. A Transport Agent is required to safely lift, and transfer human remains to gurney and vehicle. Required physical activities include walking, standing, sitting, digital dexterity, talking, hearing, seeing, balancing, climbing, crawling, kneeling, and bending, stooping, twisting, crouching, reaching, lifting, carrying, dragging, and pushing/pulling, and computer keyboarding/typing. A Transport Agent must be able to safely carry and lift heavy objects including dead bodies; safely drive a vehicle and operate other required equipment in a safe and lawful manner for the protection/safety of the public, self and of other employees.

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KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Postmortem examination procedures and practices, and human anatomy.
- Equipment and supplies necessary to maintain and operate a morgue facility.
- Pathology laboratory practices and procedures.
- Use and operation of photographic and x-ray equipment.

Ability to:

- Maintain detailed reports, records, and storing of evidence information.
- Maintain supplies and inventory.
- Establish and maintain effective, productive working relationships both inter- and intra-departmental, and with other agencies and jurisdictions.
- Understand and follow written and verbal instructions.
- Ability to write clear and accurate reports using proper grammar and spelling.
- Work in a stressful environment and hazardous working conditions.
- Maintain composure in challenging situations.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime
- Meet the travel requirements of the position.
- Physically perform the essential job functions of the classification.

RECRUITING REQUIREMENTS: A high school diploma or GED is required. Preference will be given to applicants with more advanced education and experience in natural science, forensic science or criminal justice. The candidate must have at least one year of work experience. Additional education and/or experience which indicates the ability to perform the essential function of the position may substitute equally for the recruiting requirements.

Continuous possession of a valid Washington State Driver's license is required for employment.

Special Note:

Employees in this classification are subject to a 24-hour availability and must be willing to work non-standard hours as required. Satisfactory physical condition, as evidenced by a County-approved physical examination, is required as a condition of employment. Ability to successfully complete all required background investigations prior to the start of employment is required.