
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical

Class Series: Admitting

Grid: 21

Class Title: Clerk V, Admitting
(Autopsy Arrangement)

I. Level Definition

Positions at this level obtain consent signature from the appropriate next of kin in order to clear body for release and make arrangements for autopsy and body removal.

II. Typical Duties

1. Contacts coroner's office to obtain instructions regarding autopsy and release of body arrangements.
2. Makes arrangements for autopsy and body removal by interviewing family and obtaining the consent signature from the appropriate next of kin.
3. Contacts a variety of areas such as Pathology, Funeral Homes, Public Trustee and/or Police regarding autopsy, body removal and body release arrangements.
4. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12 and three years' recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to keyboard at 45 w.p.m.
- (ii) Knowledge of medical terminology.
- (iii) Ability to communicate effectively both verbally and in writing.
- (iv) Ability to deal with others effectively.
- (v) Physical ability to carry out the duties of the position.
- (vi) Ability to organize work
- (vii) Ability to operate related equipment