



## University System of Maryland Job Class Specification

**TITLE: ANATOMICAL SERVICES SPECIALIST**  
**FLSA: NONEXEMPT**  
**EEO6: H50**  
**IPEDS-SOC: Q-394011**

**JOB CODE: N08AES**  
**JOB TYPE: INST SPECIFIC UMAB**  
**JOB FAMILY/SERIES: MED**

**APPROVED BY:**  
**Chancellor Donald N. Langenberg**

**EFFECTIVE DATE: 07/01/1996**

### **JOB SUMMARY**

Under general supervision, leads the receipts, preparation, and embalming of human cadavers for medical research and instruction.

### **PRIMARY DUTIES**

1. Performs all of the duties of the Anatomical Services Technician.
2. Prepares and embalms human cadavers and anatomical materials, including the most complex cases.
3. Supervises and assures blood pathogen screening.
4. Leads and trains technicians in anatomical embalming and specimen preparation procedures.
5. Oversees and schedules use of anatomical facility and surgical study laboratory.
6. Assumes responsibility for the operation of the Anatomical Services Facility during the Director's absence.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

### **MINIMUM QUALIFICATIONS**

**EDUCATION:** Associate of Arts degree in Mortuary Science

**EXPERIENCE:** Three years directly related experience

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OTHER:

### **REQUIRED KNOWLEDGE/SKILLS/ABILITIES**

Thorough knowledge of the principles, practices, and techniques of mortuary science and embalming. Thorough knowledge of applicable medical terminology, gross anatomy, biology, pathology, and pharmacology. Thorough knowledge of the policies and procedures regarding the disposition of human remains. Skill in and ability to prepare embalming and preparation solutions. Ability to communicate effectively orally and in writing and to establish and maintain effective working relationships with students, faculty, staff, and the public. Ability to lead and train in the functions of embalming. Ability to function in an environment of human suffering and death. Ability to wear and work in personal protective equipment. Ability to walk and stand for extended periods of time, to lift, position, and move cadavers weighing over 50 pounds.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

### **CONDITIONS OF EMPLOYMENT**

Candidates selected for employment may be subject to medical inquiries and/or medical examination to determine the ability to perform job. Employees in this job class may be required to work with bio-hazardous or radiolabeled materials and to successfully complete applicable safety training.