

Job Description

Missouri State Highway Patrol

Class Title: Assistant Director, Crime Laboratory Division

Title Code: V00528

Effective Date: 05/01/2001 (New)

Date Reviewed:

Date Revised: 12/27/04

Immediate Supervisor: Director, Crime Laboratory Division

Position Supervised: Criminalist Supervisors, Crime Lab Quality Assurance Coordinator

FLSA Classification: Exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is very responsible, professional and advanced technical work assisting the division director in directing the activities of the Crime Laboratory Division and satellite laboratories statewide. The assistant director works with the director in assuring the efficient operation of the crime laboratory and is responsible for the division in the absence of the division director. The individual in this position exercises considerable independent judgment and discretion in contacts with subordinates, the public, and personnel from state, local, and private agencies. Work is performed under general supervision with considerable independent judgment, decision-making, and discretion required.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Oversees the microscopic, chemical, biological, immunological, and instrumental analysis on physical evidence submitted to the crime laboratory from members of the Patrol and other law enforcement agencies to ensure the proper prosecution of criminals.

Confers with crime laboratory supervisors and personnel reference laboratory methodology, safety, current issues, scientific and legal developments, and progress of the division's caseload.

Provides recommendations and plays a key role in the development and implementation of new and revised methods of analysis to upgrade laboratory capability; confers with scientific equipment manufactures, writes specifications for new scientific equipment, and requests bids for purchase.

Assists with continued adherence to accreditation standards as set by the American Society of Crime Laboratory Accreditation Board.

Coordinates and supervises professional staff in the processing of physical evidence for latent fingerprints and the verification of fingerprint identification made by the AFIS system; supervises the examination and restoration of documents for possible identification of specific individuals or machines; ballistic examinations of firearms seized as evidence, etc.

Assigns and evaluates the work of crime laboratory employees and supervisors to include special projects and programs, to ensure effective and efficient operation of the division.

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Assists division director to improve general administration of the department; prepares the division's Annual Report; makes decisions within the area of responsibility and accepts responsibility for them to accomplish the goals and objectives of the department; analyzes information and sets priorities for action.

Assumes responsibility of the division in the director's absence or as assigned to assure that necessary services are provided and proper quality standards are met.

Assists with the management of the division's budget to include: budgeting for the division's expenses; merchandise orders; writing of grant requests; fiscal notes and decision items; reviewing proposed legislation pertaining to criminal evidence processing; approving expenditures; and assisting with periodic audits by the State of Missouri.

Evaluates subordinate's work performance to determine training needs, strengths and weaknesses to improve performance, and facilitate professional growth by establishing goals, objectives, and standards; counsels subordinates, if necessary, in order to bring problem areas to their attention; meets with employees and discusses observations and evaluations of their work performance.

Instructs Recruits and other Academy students in subjects pertaining to the activities of the laboratory.

Assists in writing draft legislation pertaining to procedures, general orders, special orders, and general correspondence.

Maintains liaison with the agency administration, Office of Administration, other agencies and industry representatives in order to develop new and/or improved operation procedures for the division.

Performs a variety of administrative duties (approves/disapproves leave; approves expense reports; conducts employee performance evaluations; attends meetings; serves on committees, as assigned; and handles personnel issues and problems associated with division staff).

Travels to satellite labs to review work/caseload of the labs.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the forensic disciplines of chemistry, toxicology, trace evidence, serology, physical evidence, document examination, latent print examination, DNA profiling, and crime scene evidence processing.

Thorough knowledge of state, federal, and local criminal laws and regulations as they relate to the examination of physical evidence and rules of evidence.

Thorough knowledge of the American Society of Crime Laboratory Directors Laboratory Accreditation Board's (ASCLD/LAB) laboratory accreditation manual.

Thorough knowledge of the acceptable manner in which forensic science testimony should be presented; the ethical standards expected of forensic scientists; and reputable certifying boards and bodies that offer certification for criminalists.

Considerable knowledge of the external proficiency test providers approved by ASCLD/LAB.

Considerable knowledge of Patrol policies, procedures, rules, and regulations.

Considerable knowledge of the basic principles and techniques of supervision.

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Considerable knowledge of decision-making techniques and the fundamentals of oral and written communications.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to operate computer hardware and software with a high degree of efficiency.

Ability to establish and maintain effective working relations with others.

Ability to plan projects and programs necessary to ensure effective and efficient operation of the division.

Ability to work closely with others as a cooperative team and display team leadership.

Ability to maintain confidential records and files.

Ability to understand and follow written and oral communication.

Ability to plan, direct, and assign the work of others.

Ability to make decisions in accordance with laws, policies, and regulations and apply these to work problems.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to work with materials that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to perform job-related travel.

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

A master's degree from an accredited college or university (course work taken must fulfill the requirements for at least one of the criminalist supervisor positions within the Patrol's crime laboratory).

AND

Six years of professional forensic science experience in a crime laboratory setting with four years being in a supervisory capacity comparable to a Criminalist Supervisor (additional administrative or supervisory experience in the field of forensic science may be substituted on a year-for-year basis for the master's degree requirement).

A Ph.D degree may be substituted for forensic science work on a year-for-year basis.