



**Classification:** Criminalist I - CODIS

**Title Code:** V00517

**Pay Range:** 20

### **POSITION SUMMARY:**

This is an entry-level position where the employee performs technical work in the scientific analysis of biological samples for DNA profiling of offenders under Missouri statutes using current DNA techniques. An employee in this position participates in a formal and on-the-job training program. Work is performed under immediate supervision.

### **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.)

Under close supervision an employee:

Regularly analyzes biological samples from offenders and sexually violent predators and applies proper methods of purification, amplification, capillary electrophoresis, and data analysis for DNA profiling.

Confers with supervisor reference DNA analysis.

Performs analysis using DNA STR technology; interprets DNA results via software analysis; enters data into the Combined DNA Index System (CODIS).

Regularly works with a variety of potentially hazardous materials (e.g., HIV, hepatitis, and/or unknown pathogen contaminated biological evidence).

Participates in formal and on-the-job training in the collection and analysis of biological samples for DNA profiling.

Prepares evidence and exhibits; may appear in court as an expert witness; maintains report files; issues periodic and special reports as assigned.

Generates and receives requests to and from other criminal laboratories, law enforcement agencies, prosecutors, attorneys, etc., reference CODIS and crime laboratory procedures.

Studies standard operating procedures, training, quality control, and safety manuals, etc., within the chosen/related discipline.

Participates and successfully passes practical competency and/or written test(s) prior to assuming DNA profiling/CODIS duties.

Assists with training of law enforcement and Department of Corrections employees regarding the DNA Profiling/CODIS system.

Performs comprehensive reviews of arrests, prosecutor and court actions, and sentencing information to ensure the legality, completeness, and accuracy of offender DNA records.

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Learns about the flow of cases through the criminal justice systems with an understanding of the operation of local and state criminal justice agencies.

Learns about and participates in the proficiency testing program for the laboratory.

Operates standard office equipment (e.g., personal computer, telephone, fax machine, copier, calculator, etc.).

Performs job-related travel, as needed.

Performs other related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to participate in a formal and on-the-job training program.

Ability to properly use or learn how to use laboratory equipment, photography equipment, and standard office equipment.

Ability to prepare reagents and standards as prescribed in the appropriate procedure and quality manuals.

Ability to perform job-related travel (e.g., appearing in court and attending training meetings, seminars, etc.).

Ability to distinguish colors necessary to perform laboratory tests.

Ability to stand for extended periods and lift moderate loads (30 pounds).

Ability to participate in and successfully pass practical and/or written competency test(s) prior to assuming DNA profiling/CODIS duties.

Ability to explain technical procedures and scientific processes.

Ability to learn the procedures and methods used in DNA analysis.

Ability to communicate professionally with criminal justice agencies in reference to offender sample collection, eligibility and DNA processing issues.

Ability to confer with supervisor and be guided in the decision-making process.

Ability to work with potentially hazardous materials as detailed in the description of duties.

Ability to learn and practice safety rules and procedures associated with laboratory equipment and chemicals.

Ability to generate and receive requests for information from a variety of individuals reference DNA analysis.

Ability to learn about the compilation and preparation of evidence for presentation in court and the role of an expert witness in legal proceedings.

Ability to perform work in accordance with prescribed procedures, make accurate observations of test results, and prepare accurate records and reports.

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Ability to gather, assemble, correlate, and analyze facts to be incorporated into a report of laboratory work and tests.

Ability to maintain composure while under cross-examination in regard to personal and scientific qualifications and defend laboratory findings in court.

Ability to work with restricted, highly sensitive information in a confidential and professional manner, and maintain the information as such.

Ability to read English effectively.

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

Ability to compile and prepare information for court presentation.

Ability to recognize and identify minute details.

Ability to establish and maintain effective working relations with others.

Ability to study manuals.

Ability to work with material 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 (e.g., appearing in court, assisting crime scene investigations, attending training meetings and seminars, etc.).

Ability to work hours as assigned.

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED:**

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

Possess a bachelor's degree (or equivalent) or an advanced degree in biology, chemistry, or a forensic science related field; coursework must include 20 semester hours in biology and shall have successfully completed college course work (graduate or undergraduate level) in biochemistry, genetics, and molecular biology totaling at least nine semester or equivalent credit hours. These courses must comply with the current FBI Quality Assurance Audit Document. Coursework and/or training in statistics and population genetics are recommended. A minimum acceptable grade of C or equivalent in the core biology courses is required.

**NECESSARY SPECIAL REQUIREMENTS:**

Must provide a DNA sample to be used only for forensic identification as required at the time of appointment.

Must be able to pass a polygraph examination after conditional offer of employment.

Must successfully complete a twelve-month probationary period upon employment.

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Must submit to periodic random drug testing.

If applicable to the assigned forensic discipline, possess or obtain a Missouri Department of Health Type 1 Permit (Alcohol and Drug Testing).

If applicable, possess or obtain and maintain a Certified Instructors Certificate (Specialist) from the Missouri Department of Public Safety.

**FLSA STATUS:** Non-Exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.