



**Classification:** Criminalist III - CODIS  
**Title Code:** V00515  
**Pay Range:** 27

**POSITION SUMMARY:**

This is a very responsible professional and technical position. Work includes performing complex and technical work in the collection and scientific analysis of biological samples for DNA profiling of offenders under Missouri statutes using current DNA techniques. The employee also serves as a lead worker by training other criminalists and laboratory technicians. Work includes preparing reports, developing procedures for the laboratory, testifying in court, instructing others about DNA profiling. Work is performed with considerable independence within the framework of established policies and procedures.

**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.)

Participates in the proficiency testing program for the CODIS section.

Regularly performs DNA analysis on biological samples from offenders, interprets results with analytical software and enters DNA profiles into CODIS (Combined DNA Index System).

Collects and/or receives biological samples from offenders, evaluates them for acceptance, and enters them into a LIMS (Laboratory Information Management System).

Trains law enforcement and corrections employees on the proper methods of collection, preserving and documenting the collection of DNA samples; assists with developing training programs; assists with the monitoring of the training.

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

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

Responds to requests from other agencies and laboratories regarding CODIS; assists with maintaining documentation and monitoring appropriate release of information.

Assists with monitoring the offender databases for accuracy and completeness.

Properly operates sensitive and complex scientific instrumentation and equipment; performs maintenance, troubleshooting and repair of instruments and equipment; advises supervisor and arranges for repair, if needed; assists with billing for parts and repair; signs for receipt of equipment and repair; performs and monitors proper quality control checks for repaired and new equipment.

Performs research, development and application of methods and/or techniques to upgrade unit's capability; performs validation studies.

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Performs work in accordance with all applicable quality assurance standards; assists with monitoring the unit's adherence to quality assurance standards.

Trains the unit's new employees in sample collection, eligibility, and DNA analysis methods.

Develops and provides technical and scientific presentations to law enforcement and corrections personnel, attorneys and other scientists; assists with the monitoring and critiquing of unit's employee's presentations.

Performs profile searches in the CODIS Database.

Assists with compiling statistics; assists with drafting briefs for management; provides testimony to management, legislators and other government officials; interacts with media.

Assists with researching and drafting law proposals; assists with developing fiscal notes.

Assists with researching, writing applications and monitoring grants; assists with maintaining budget.

Takes on additional duties such as unit's quality assurance representative and safety representative, as needed.

Reviews and updates standard operating procedures, training, quality control, and safety manuals, etc. within the CODIS discipline.

Routinely testifies as an expert witness in a court of law while maintaining composure and objectivity under intense cross examination.

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

Maintains report files; issues periodic and special reports as assigned.

Operates standard office equipment (i.e. 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:**

Extensive knowledge of the procedures and methods used in the collection and scientific analysis of biological samples using the Polymerase Chain Reaction, Short Tandem Repeats, and electrophoresis.

Thorough knowledge of the conditions of the Missouri Statute regarding DNA profiling of offenders.

Knowledge and practice of safety rules and procedures associated with laboratory equipment and chemicals.

Knowledge of and ability to teach the proper use of laboratory equipment, computer and photography equipment, and chemicals.

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Knowledge of collection, examination, comparison, and preparation of evidence.

Ability to distinguish colors necessary to perform laboratory tests.

Ability to recognize and identify minute details.

Ability to serve as a lead worker by training criminalists and laboratory technicians regarding DNA collection and analysis.

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

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

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

Ability to develop and validate methods and/or techniques to upgrade laboratory capabilities.

Ability to review and assist with the revision of manuals.

Ability to educate individuals regarding forensic science.

Ability to handle multiple assignments simultaneously.

Ability to read English effectively.

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

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

Ability to compile and prepare information for presentations (e.g. mock trials, courtroom testimony, depositions, pretrial conferences, meetings, etc.).

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

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

Ability to establish and maintain effective working relations with others.

Ability to work with material that may be biohazardous or 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 in crime scene investigations, attending training meetings and seminars, etc.).

Ability to work hours as assigned.

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**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.

AND

Possess two years of experience as a Criminalist II - CODIS, or comparable experience.

**NECESSARY SPECIAL REQUIREMENTS:**

Possess or be able to obtain and maintain a valid Missouri Driver license.

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.

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.