



**Classification:** Forensic Laboratory Technician I - CODIS Unit

**Title Code:** V00673

**Pay Range:** 16

**POSITION SUMMARY:**

This is an entry-level technical position where the employee is responsible for receiving and reviewing offender DNA samples submitted by law enforcement agencies in accordance with state statute and to forward only legal, qualifying samples for DNA analysis and inclusion into the FBI's Combined DNA Index System (CODIS). This employee also provides training in the proper methods of DNA and criminal evidence collection. An employee in this position participates in a formal and on-the-job training program. Work is performed under detailed direction and close 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.)

Provides training to law enforcement personnel and Department of Corrections employees on the proper methods of collection, preservation, documentation, and submission of offender DNA samples and criminal evidence.

Assists with developing, implementing, and monitoring of training programs, to include scheduling, lesson plan development, etc.

Communicates with vendors and/or MSHP ICTD personnel on hardware and software developments and assists in the research, review, recommendation, and preparation of requests for proposals and/or bid specifications for hardware and/or software purchases.

Provides support of the CODIS section Laboratory Information Management System by functioning as a liaison with the vendor and MSHP ICTD personnel.

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

Evaluates criminal history information using various case management systems to determine offender eligibility for entry into CODIS.

Accurately assesses CODIS expungement requests and assures that DNA sample expungement is performed as required by statute.

Performs limited sample preparation for DNA analysis. Participates in formal and on-the-job training in regards to DNA processing and collection.

Prepares evidence and exhibits; maintains report files; issues periodic and special reports as assigned.

Assists instructors conducting training of law enforcement personnel about DNA processing and collection.

Participates in the proficiency testing program for the section if applicable.

Reviews procedure manuals, publications, etc. within the chosen/related discipline.

**Classification:** Forensic Laboratory Technician I - CODIS

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Page 2

Performs job related travel as required, to include overnight stays.  
Performs other related duties as assigned.

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

Ability to learn state and federal laws, rules, and regulations governing the collection, storage, and dissemination of evidence.

Ability to learn compliance criteria established by the American Society of Crime Laboratory Directors / Laboratory Accreditation Board (ASCLD/LAB).

Ability to learn the use of safety equipment (i.e. protective eye wear, latex gloves, lab coats, etc.).

Ability to learn procedures and methods used in DNA processing and collection.

Professional communication skills for ongoing contact with criminal justice agencies.

Must possess excellent communication and presentation skills.

Ability to learn and practice the safety rules and procedures associated with laboratory equipment and chemicals, to include, but not limited to, biological and chemical hazards.

Ability to accept risk of safety hazard and potential personal harm associated with evidence examination.

Ability to communicate and interact effectively in the reporting of evidence transfers and laboratory results to other law enforcement agencies, prosecutors and court personnel.

Ability to effectively plan, develop, and organize materials for use in training programs.

Ability to operate a motor vehicle and travel to training sites.

Ability to plan daily activities and work independent of direct supervision.

Ability to interpret policies and laws in written and oral form.

Ability to train various law enforcement personnel in proper procedures of records management and crime reporting.

Ability to conduct training and/or auditing sessions and presentations independently to various law enforcement agencies and personnel.

Ability to organize information and present it to a group in a clear and concise manner.

Ability to learn the statutory requirements and Patrol policies and procedures reference the dissemination of information.

Ability to learn the role of an expert witness in legal and courtroom proceedings.

Ability to learn to calibrate, clean, repair, and maintain laboratory equipment.

**Classification:** Forensic Laboratory Technician I - CODIS

**Title Code:** V00673

**Pay Range:** 16

Page 3

Ability to compile and prepare information for presentations.

Ability to learn about the techniques and procedures in examining, processing, and collecting evidence in the current disciplines practiced in the laboratory.

Ability to learn the preparation of evidence for court appearances.

Ability to testify to findings of fact in court and for depositions; and maintain composure while under cross-examination in regard to personal and professional qualifications.

Ability to converse with law enforcement agencies and prosecuting attorneys statewide in a tactful manner over the telephone and in person.

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

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

Ability to maintain accurate manual and computer databases, inventories, and QA/QC logs.

Ability to distinguish colors necessary to perform laboratory tests.

Ability to recognize and identify minute details.

Ability to properly use or learn how to use laboratory equipment and chemicals.

Ability to operate basic office equipment as detailed in the description of duties.

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

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

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 establish and maintain effective and harmonious working relations with others.

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.)

Graduation from high school or possess a GED and possess at least 60 college credit hours from an accredited college or university or comparable experience.

**Classification:** Forensic Laboratory Technician I - CODIS

**Title Code:** V00673

**Pay Range:** 16

Page 4

**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 submit to periodic random drug testing.

Must possess or have the ability to obtain and maintain MULES certification.

Must possess and maintain a valid driver's license.

**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.