



**Classification:** Forensic Laboratory Technician I (CODIS)

**Title Code:** V00673

**Pay Range:** 16

**POSITION SUMMARY:** This is an entry-level technical position where the where the employee shares the responsibility 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). The employee is responsible for working closely with law enforcement personnel to promote the DNA Profiling Program by providing technical and administrative assistance on the proper procedures for obtaining DNA samples from qualified offenders for inclusion into the FBI's CODIS. This employee serves as a primary point of contact to explain and provide training on DNA collection eligibility and proper collection methods. This employee assists with developing and implementing future changes to software databases utilized by the unit and law enforcement personnel for collecting and storing offender DNA submission data. This employee is responsible for daily maintenance of offender DNA sample records to ensure accurate retention, removal, and reporting of offender information. 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 (DOC) 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 Missouri State Highway Patrol (MSHP) Criminal Justice Information Services (CJIS) Division 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 CJIS Division 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 regard 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.

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

Performs other related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Ability to read English effectively.

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

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

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.

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.

Ability to establish and maintain effective working relations with others.

Ability to properly use or learn to use laboratory equipment, computer and photography equipment, and chemicals.

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 work hours as assigned.

Possess or ability to obtain a valid Missouri Driver license.

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

Ability to learn about the collection, examination, and preparation of evidence.

Ability to distinguish colors necessary to perform laboratory tests.

Ability to learn compliance criteria established by the ANSI-ASQ National Accreditation Board (ANAB).

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

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

**MINIMUM EXPERIENCE AND EDUCATION 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.)

Possession of a high school diploma or equivalent and possess 60 college credit hours from an accredited college or university, or comparable experience.

**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.