



**Classification:** Forensic Laboratory Technician I - DNA Casework

**Title Code:** V00673

**Pay Range:** 16

**POSITION SUMMARY:**

This is an entry-level technical position where the employee is responsible for providing direct support to the Criminalists in the DNA Casework section by maintaining laboratory equipment, preparing reagents, and performing quality assurance and quality control functions. 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 direct support to the Criminalists in the DNA Casework section.

Maintains and operates laboratory equipment and instruments to include, but not limited to: robotic workstations, genetic analyzers, and Real Time PCR; contacts manufacturer to obtain assistance in repairing equipment.

Prepares and disposes reagents and chemicals used in the laboratory.

Performs data entry, filing, inventory, maintaining records, ordering, and stocking supplies to include common and individual workspaces.

Performs the duties of an Evidence/Case Coordinator within the DNA section. These duties include, but are not limited to: documenting and reviewing all requests for analysis, and updating and maintaining all electronic case assignment logs.

Monitors and produces case metrics on cases worked in the DNA section to include grant statistics and reporting, as well as compile various statistics for the section supervisor.

Communicates and coordinates activities with attorneys and law enforcement agencies regarding criminal evidence and crime laboratory procedures.

Provides agencies with required laboratory generated documentation in response to legal requests.

Adheres to all laboratory policies and procedures. This includes the use of Personal Protective Equipment when working in the laboratory.

Meet the goals and objectives of the DNA Casework section to include, but not limited to: samples, metrics, reports, QC's, and maintenance.

Testifies in Federal, State, and local courts or in a deposition as an Expert Witness within the assigned area of expertise. Must have successfully completed training in courtroom testimony and a moot court. Present technical testimony in laymen's terms and defend analytical methods and results.

Performs other related duties as assigned.

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

Requires the ability to organize, coordinate, manage, and/or correlate data and present it to a group in a clear and concise manner.

Must possess excellent communication and presentation skills and the ability to communicate in English clearly and concisely, both orally and in writing, to a wide range of individuals.

Requires the ability to communicate clearly with immediate staff and supervisors. Includes the ability to take direction, ask questions, and make decisions.

Requires the ability to perform basic mathematical operations, including algebraic calculations; the ability to calculate volumes, weights, and measures; the ability to utilize and interpret statistics.

Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control, and planning of an entire program or set of programs.

Requires the ability to learn state and federal laws, rules, regulations, and Patrol policies governing the collection, preservation, and storage of evidence, as well as the dissemination of information.

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

Requires the ability to learn the proper use of safety equipment (i.e. protective eye wear, latex gloves, lab coats, etc.) and the safety rules and procedures associated with laboratory equipment and chemicals.

Requires the ability to learn biological and chemical hazards, and the ability to accept risk of safety hazards associated with evidence examination.

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

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

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

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

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

Ability to perform job related travel as required.

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

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

Ability to distinguish colors necessary to perform laboratory tests.

Ability to 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 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.

Ability to work other duties 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.

**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 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.