



**Classification:** Forensic Laboratory Technician I (DNA Casework/Screening)

**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/Screening 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 section.

Performs the duties of an Evidence/Case Coordinator. These duties include, but are not limited to: documenting and reviewing all requests for analysis, checking on cases to verify information when discrepancies exist, verifying examinations are still needed, updating and maintaining all electronic case assignment logs, and verifying the criminalist is still needed for court.

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

Works with a variety of potentially hazardous materials (e.g., pathogen contaminated body fluids, unidentified chemicals).

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

Studies laboratory controlled documents (e.g., standard operating procedures, training, quality control, safety manuals) and publications.

Learns and performs proper reagent and standard preparation and labeling.

Learns and performs the operation, maintenance, repair, and routine quality control checks of instruments and equipment.

Successfully completes competency and/or written test(s) prior to assuming casework.

Successfully participates in the proficiency testing program for the disciplines in which the employee is competency tested.

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

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

Generates and receives requests to and from other crime laboratories, which typically involves other law enforcement agencies, prosecutors, attorneys, etc.

Assists with providing training to law enforcement personnel, Department of Corrections employees, etc.

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

Opens cases, lists evidence, performs examinations, and records information into the Laboratory Information Management System (LIMS).

Assists criminalists in validation processes.

Performs job-related travel as needed.

Performs discipline-related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Ability to participate in a formal and on-the-job training program.

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

Ability to remain impartial in performance of laboratory activities (e.g., purchasing supplies, analyzing evidence, testifying in court).

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 and maintain the information as such.

Ability to distinguish colors necessary to perform laboratory tests.

Ability to examine forensic evidence and recognize and identify minute details.

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

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

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

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

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

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

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

Ability to successfully complete competency test(s) prior to assuming casework.

Ability to generate and receive requests for information from a variety of individuals regarding forensic science.

Ability to discuss graphic topics with competence, impartiality and professionalism.

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

Ability to learn accreditation compliance criteria.

Ability to learn and interpret state and federal laws, rules, regulations, and Patrol policies in written and oral form.

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

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

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 including the ability to communicate clearly and concisely to a wide range of individuals.

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

Ability to read English effectively.

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

Ability to establish and maintain effective working relations with others.

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 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.)

Successful completion of sixty 60 credit hours from a college or university.

OR

Possession of a high school diploma or equivalent AND two years of work experience utilizing the knowledge, skills, and abilities associated with this position.

**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/or obtain 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.