



**Classification:** Forensic Laboratory Technician III

**Title Code:** V00675

**Pay Range:** 20

**POSITION SUMMARY:** This is an advanced technical position where the employee is responsible for providing direct support to the Criminalists in the laboratory by maintaining laboratory equipment, preparing reagents, and performing quality assurance and quality control functions. Work is performed with considerable independence within the framework of established policies and procedures. This employee will work with evidence under the supervision of a Criminalist, will screen samples, prepare instruments for analysis, and generate instrument data.

**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 disciplines in which the employee has been competency tested.

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

Generates and receives requests pertaining to criminal evidence and crime laboratory procedures, which typically involves other law enforcement agencies, prosecutors, attorneys, etc.

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

Assists criminalists in validation processes.

Provides certification training, as applicable.

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

Prepares, labels, monitors, and disposes of standards, controls, reagents, and chemicals.

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. 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, transfers report information to State and Federal databases for statistical purposes and compiles various statistics for the section supervisor.

Performs other related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Advanced knowledge of laboratory best practice and techniques, procedures, and equipment related to biological and chemical analysis.

Advanced knowledge of information systems to include, but not limited to: the Laboratory Information Management System (LIMS), Sample Tracking and Control Software (STaCS), DNA, Microsoft Office, and CaseNet.

Advanced knowledge of chain of custody procedure and general rules of evidence.

Advanced knowledge of how to properly perform equipment maintenance and calibration and performance checks.

Advanced knowledge of basic units of measurement and statistical principles.

Advanced knowledge of testimony and courtroom procedures.

Advanced knowledge of how to prepare chemical reagents.

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

Perform mathematical operations involving algebraic principles and formulas.

Ability to perform work in accordance with prescribed procedures, makes 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 perform job-related travel (e.g., appearing in court, attending training meetings and seminars, etc.).

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

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

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

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 understand and interpret state and federal laws, rules, regulations, and Patrol policies.

Ability to stand for extended periods and lift at least 30 pounds (e.g., compressed gas cylinder, evidence container, and water jug, etc.).

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 distinguish colors necessary to perform laboratory tests.

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

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.

**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 in a related field, and two years of work experience utilizing the knowledge, skills and abilities associated with this position.

OR

Two consecutive years of experience as a Forensic Laboratory Technician II within the Missouri State Highway Patrol's Crime Laboratory Division.

**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.

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

Must submit to periodic random drug testing.

Must possess and/or obtain and maintain a valid driver's license.

If applicable to the assigned forensic discipline, possess or obtain MULES certification.

If applicable to the assigned forensic discipline, possess or obtain AFIS certification.

If applicable to the assigned forensic discipline, possess or obtain Missouri Department of Health Type 1 Permit (Alcohol and Drug Testing).

**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.