



**Classification:** Criminalist I (DNA Casework/Screening)

**Title Code:** V00517

**Pay Range:** 20

**POSITION SUMMARY:** This is an entry level position where the employee performs technical work in the scientific analysis of body fluids. An employee in this position participates in a formal and on-the-job-training program. Work is performed under immediate 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.)

Under close supervision an employee:

Regularly prepared chemicals used in the laboratory.

Performs quality control checks on critical equipment and reagents used in the laboratory.

Participates in on the job training in examining and analyzing criminal evidence for the presence of body fluid samples (e.g., blood, semen, vaginal secretions).

Regularly examines forensic evidence that may be soil laden, maggot infested, putrefied, rank, and/or otherwise unpleasant.

Confers with supervisor to determine which items are most likely to associate or disassociate the victim or suspect with a crime scene.

Confers with supervisor reference the appropriate test methodology based on the quantity and quality of the submitted sample.

Regularly works with a variety of potentially hazardous materials (e.g., HIV, hepatitis, and/or unknown pathogen contaminated body fluid evidence; unidentified chemicals on evidence).

Participates in on the job training in complex scientific techniques including, but not limited to, quantitative PCR analysis, DNA PCR analysis, body fluid identification, population genetics, statistics, etc.

Participates in formal on the job training in the Combined DNA Index System (CODIS).

Participates in formal on the job training in quality assurance, audits, and the various governing bodies associated with forensic DNA analysis.

Interprets test results obtained from the proper microscopic and biochemical methods.

Observes other criminalists conducting crime scene investigations; participates in the investigations as needed upon approval of the supervisor.

Testifies as an expert witness in a court of law while maintaining composure under intense cross-examination.

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Testifies as an expert witness in a court of law while maintaining composure under intense cross-examination.

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

Generates and receives requests to and from other law enforcement agencies, prosecutors, attorneys, etc., reference criminal evidence and crime laboratory procedures.

Studies and assists in revising standard operating procedures, training, quality control, and safety manuals, etc., within the chosen/related discipline.

Learns about and participates in the proficiency testing program for the section.

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

Operates laboratory robots, automation/robotic systems and instruments.

Utilizes software specific to Laboratory Information Management Systems, and quality assurance and sample tracking.

Participates in and successfully passes practical competency and/or written test(s) prior to assuming casework and/or operating scientific instrumentation.

Reads and demonstrates understanding of the technical material contained in operating procedures, training, quality control, and safety manuals, etc., within the discipline.

Performs job-related travel, as needed.

Performs other related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge regarding the Polymerase Chain Reaction (PCR), quantitative PCR, Short Tandem Repeats (STR), and electrophoresis.

Knowledge regarding the function and purpose of basic laboratory equipment.

Knowledge regarding general laboratory safety procedures, including Universal Precautions.

Ability to actively participate in a formal on-the-job training.

Ability to learn the procedures and methods used in the scientific analysis of body fluids.

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

Ability to confer with supervisor and be guided in the decision-making process.

Ability to work with potentially hazardous and/or decomposed materials as detailed in the description of duties.

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

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

Ability to learn about the compilation and preparation of evidence for presentation in court and the role of an expert witness in legal proceedings.

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 composure while under cross-examination regarding personal and scientific qualification and defend laboratory finding in court.

Ability to work with highly sensitive information in a confidential and professional manner and maintain the information as such.

Ability to distinguish color necessary to perform laboratory tests.

Ability to perform microscopic work for extended periods.

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

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

Ability to establish and maintain effective working relations with others.

Ability to properly use laboratory equipment, photography equipment, standard office equipment, and chemicals.

Ability to transport tools, equipment, and evidence necessary to facilitate crime scene investigations.

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

Ability to participate in and successfully pass practical and/or written competency test(s) prior to assuming casework.

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.)

Possess a bachelor's degree (or its equivalent) or an advanced degree from an accredited college or university in a biology, chemistry or forensic science related area; coursework must include 20 semester hours in biology and successfully completed courses (graduate or undergraduate level) in biochemistry, genetics, molecular biology, and statistics and/or population genetics

Applicants with completed coursework with titles other than those listed shall provide supporting documentation (e.g., syllabus, letter from instructor) detailing the course content. Official transcripts and supporting documentation must be provided prior to start of employment. These courses must comply with the current FBI Quality Assurance Audit Document. A minimum acceptable grade of C or equivalent in the core biology courses is required.

**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 a valid Missouri 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.