



**Classification:** Criminalist III (Drug Chemistry)

**Title Code:** V00515

**Pay Range:** 27

**POSITION SUMMARY:** This is a very responsible professional and technical position. Work includes performing complex and technical work in the scientific analysis of controlled substances, non-controlled drug substances, and clandestine laboratories. The employee also serves as a lead worker by training other criminalists and laboratory technicians. Work includes preparing reports, developing procedures for the laboratory, validating or assisting in validating new methods and procedures, and testifying in court. Work is performed under general supervision of a superior but with considerable independence within the framework of established policies and procedures.

Employees assigned to satellite laboratories are responsible for learning the daily operations of the satellite laboratory.

**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, and successfully passes practical competency and/or written test(s) prior to assuming casework, if required.

Participates in the proficiency testing program for the disciplines in the employee's area of competency.

Regularly processes, compares and examines submitted samples to determine the presence of controlled substances, non-controlled drug substances, and clandestine laboratories from crime scenes or parties involved in criminal activity.

Serves as a lead worker by training criminalists in the scientific analysis of controlled substances.

Serves as a lead worker for the troubleshooting, maintenance and repair of sensitive and complex scientific instrumentation.

Provides recommendations and assists in the development and application of the techniques for upgrading and improving laboratory capability.

Reviews, validates, or assists in validating new analytical or standard operating procedures.

Participates in crime scene investigations as needed (e.g., collects, preserves and examines evidence) and trains other criminalists in the procedures utilized in conducting these investigations.

Prepares evidence and exhibits; may appear in court as an expert witness; maintains report files; issues periodic and special reports as assigned.

Reviews procedural manuals, publications, etc., within the chosen/related discipline.

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

Advises and assists criminalists and technicians from other disciplines in processing controlled substance, non-controlled drug substance, and clandestine laboratory evidence.

Handles evidence; maintains manual and computer inventory system; coordinates transfer of evidence as required.

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, used syringes).

Provides instruction to law enforcement personnel about controlled substance, non-controlled drug substance, clandestine laboratory analysis, proper packaging of evidence, and chain of custody procedures.

Educates prosecuting attorneys about complex scientific analysis and may serve as a technical advisor during trial proceedings.

Makes decisions concerning appropriate test methodology based on the quantity and quality of the submitted sample.

Performs administrative duties associated with the general operation of the satellite laboratory as required (where applicable\*).

Makes decisions concerning the daily operation of the satellite laboratory; refers unusual and/or unique problems to supervisor or laboratory director (where applicable\*).

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

Performs job-related travel, as needed.

Performs other related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of the procedures and methods used in the processing and scientific analysis of controlled substance evidence.

Knowledge and practice of safety rules and procedures associated with laboratory equipment and chemicals.

Knowledge of the preparation of evidence for presentation in court.

Knowledge of the chain of custody for evidence.

Ability to read English effectively.

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

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, suitable for presentation in a court of law.

Ability to compile and prepare information for formal presentation (e.g., mock trials held in the laboratory and actual court appearances).

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 prepare reagents and standards as prescribed in the appropriate procedure and quality manuals.

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

Ability to work with microscopes for extended periods.

Ability to distinguish colors necessary to perform laboratory tests.

Ability to recognize and identify minute details.

Ability to establish and maintain effective working relations with others.

Ability to properly use or learn how to use laboratory equipment and chemicals.

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

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

Ability to perform job related travel (e.g., appearing in court, attending training meetings, seminars, traveling to crime scenes, etc.).

Ability to work with materials that may be of a sexual nature relating to criminal activity (i.e. written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

Possess or ability to obtain a valid Missouri Driver license.

**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 baccalaureate degree from an accredited college or university in one of the natural sciences or closely related field. College coursework must include 20 hours of chemistry, including two semesters of general chemistry with laboratory, two semesters of organic chemistry, and one semester of organic chemistry laboratory. An organic chemistry laboratory that is integrated into a 4 or 5 hour organic chemistry course will satisfy the laboratory requirement. Survey or introductory coursework intended for non-chemistry majors will not satisfy the above requirements. Both overall academic record and applicable job experience will be factors for consideration; however, prior job experience will not replace the minimum academic requirement.

AND

Possess at least two years experience as a Criminalist II- Drug Chemistry 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.

If applicable, possess or obtain and maintain a Certified Instructors Certificate (Specialist) from the Missouri Department of Public Safety.

**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.