

GRADE: 9E

TITLE: CRIMINALIST I – DNA PROFILING
BUREAU: AUXILIARY SERVICES
DIVISION: LABORATORY

REPORTS TO: SECTION SUPERVISOR, DNA

SUPERVISES: NONE

POSITION SUMMARY: Extract, purify, and profile DNA, prepare report of DNA findings and testify to findings in court.

FUNCTIONS OF THE JOB

Essential Functions

- 1) Examine and analyze evidence by employing scientifically valid chemical, physical, biological, and forensic DNA analysis methods.
- 2) Evaluate and prepare a written opinion concerning the identification and comparability of blood, body fluids and hair or skin samples.
- 3) Analyze DNA profiling data and prepare written report of findings.
- 4) Assist prosecutors (through extensive pre-trials) in orchestrating very technical court presentations.
- 5) Educate attorneys, police officers, juries etc. as to the nature of DNA typing and the significance of the results.
- 6) Perform technical and administrative reviews of other analysts' reports to insure accuracy and clarity.
- 7) Present evidential findings as an expert witness in court.
- 8) Conduct preventive maintenance on analytical instruments.
- 9) Attend seminars, workshops and review scientific journals and related literature to remain current on new methods in the DNA field.
- 10) Assist in training new biology/DNA Criminalists.
- 11) Assure proper care, custody and control of evidence.
- 12) Successfully complete two DNA proficiency tests and two biology proficiency tests per year.
- 13) Respond to defense discoveries.
- 14) Order needed reagents and supplies.
- 13) Regular, punctual attendance is required.

Marginal Functions

- 1) Prepare reagents and record appropriate documentation.
- 2) Handle phone calls relating to requests for DNA typing and status of cases in progress.

Physical/Visual Activities or Demands: Physical/visual activities or demands that are commonly associated with the performance of the functions of this job.

- 1) Standing in an upright position for extended periods.
- 2) Sitting, talking, walking, grasping.
- 3) Clarity of vision at 20 inches or less with the ability to bring objects into sharp focus.

- 4) Sedentary work – exert up to 10 pounds of force occasionally and/or negligible amount of force frequently.
- 5) Employees are required to submit to a DNA buccal swab as a condition of employment.

Environmental/Atmospheric Conditions: Environmental and atmospheric conditions commonly associated with the performance of this job.

Somewhat undesirable working conditions. Exposed to odor, chemicals and other elements with no element continuously present to the extent of being disagreeable.

POSITION QUALIFICATION REQUIREMENTS

Education:

A Bachelor’s degree in a natural/physical science such as biology, chemistry, or a closely related field, along with coursework in biochemistry, molecular biology, genetics and statistics is required. A Masters Degree in biology, biochemistry, molecular biology, genetics, or a closely related field is highly desirable.

Experience:

6 months experience in a forensic DNA laboratory in order to gain sufficient knowledge to fulfill the duties of this position.

Skills and Abilities: Skills and abilities, which may be representative but not inclusive of those commonly, associated with this position.

- 1) Ability to use modern methods and professional techniques for analysis as well as the application of scientific instrumentation.
- 2) Read and write at the required level to successfully prepare oral and written reports.
- 3) Think clearly and logically; use scientific equipment and instrumentation to the optimum benefit of the laboratory.

Machines, Tools, Equipment and Work Aids: Machines, tools, equipment and work aids which may be representative but not all inclusive of those commonly associated with this job.

Thermocycler, capillary electrophoresis equipment and associated computer programs, LIMS tracking system, basic Computer programs, quantitation instrumentation, digital camera and basic laboratory equipment.

License(s)/Certifications: NONE REQUIRED

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal law.

“Common associated” is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

Original Evaluation	Revised By	Revised By	Revised By	Revised by
MG: 10/97	MG: 4/02	MG – 8/07		

