

GRADE: 9E

TITLE: CRIMINALIST I – BIOLOGY
BUREAU: AUXILIARY SERVICES
DIVISION: LABORATORY

REPORTS TO: BIOLOGY/DNA SECTION SUPERVISOR,

SUPERVISES: NONE

POSITION SUMMARY: Process biological evidence, generate report of findings, and present findings in court.

FUNCTIONS OF THE JOB

Essential Functions

- 1) Process evidence for body fluid stains, physical damage, hairs, debris, blood or other residue patterns etc; perform preliminary stain identification and sperm searches; and write a report of the findings. If the Criminalist has completed DNA training, he/she may also perform DNA analysis and write a report of the findings
- 2) Assist in training new biology and/or DNA Criminalists.
- 3) Research and validate new biology screening and/or DNA typing methods.
- 4) Label, seal and store all evidence to insure proper care, custody and control.
- 5) Perform technical reviews of other analysts' reports.
- 6) Make reagents and keep records of all lot #s of ingredients used and dates reagents initially used.
- 7) Order needed reagents and supplies.
- 8) Perform QA/QC duties such as checking reagents and equipment. Implement necessary corrective action when indicated.
- 9) Explain testing methods and interpretation of test results to attorneys, detectives and other interested parties.
- 10) Attend pre-trial conferences and testify in court concerning report results.
- 11) Read relevant journals in order to keep current in the field.
- 12) Successfully complete one biology proficiency test per year. Analysts who are performing DNA analysis must also complete two DNA proficiencies per year
- 13) Attend relevant meetings and classes.
- 14) Regular, punctual attendance is required.

Marginal Functions

Handle phone calls relating to requests concerning biological screening and DNA analysis of evidence.

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.

EOE

POSITION QUALIFICATION REQUIREMENTS

Education:

A Bachelor’s Degree in Biology, Molecular Biology, Genetics, or a closely related field. . A Masters Degree in Biology, Molecular Biology, Genetics or a closely related field is desirable. Coursework in Genetics, Molecular Biology, Biochemistry and Statistics is desirable.

Experience:

At lease 3 months in a forensic biology laboratory in order to gain sufficient knowledge to fulfill the biological screening duties of this position. At least 6 months in a forensic DNA laboratory to perform the DNA typing duties, if applicable.

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.

Digital camera, alternate light source, basic computer programs, LIMS tracking system, basic laboratory equipment. Additionally, for DNA typing duties: robots, capillary electrophoresis equipment, thermocyclers

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.

“Commonly 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.

<u>Original Evaluation</u>	<u>Revised By</u>	<u>Revised By</u>	<u>Revised By</u>	<u>Revised By</u>	<u>Revised By</u>
MG: 10/97	MG: 8/01	MG – 03/02	MG – 8/07	MG – 6/08	