



**Classification:** Forensic Laboratory Technician I

**Title Code:** V00673

**Pay Range:** 16

**POSITION SUMMARY:** This is an entry-level 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. An employee in this position participates in a formal and on-the-job training program. Work is performed under detailed direction and close 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.):

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

Learns about and participates in the proficiency testing program for the disciplines in which the employee has been competency tested.

Studies standard operating procedures, training, quality control, and safety manuals, within the discipline.

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., unknown pathogen contaminated body fluid evidence and/or unidentified chemicals on evidence).

Maintains report files; issues periodic and special reports as assigned.

Generates and receives requests to and from other crime laboratories, law enforcement agencies, prosecutors, attorneys, etc., reference examinations, offender samples, and crime laboratory procedures.

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

Assists criminalists in validation processes.

Assists and conducts training of law enforcement personnel, Department of Corrections employees, etc., 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.

Assists evidence/case record management by 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.

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

Performs job-related travel, as needed.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of laboratory best practices and laboratory safety relating to biological and chemical hazards.

Knowledge of laboratory techniques, procedures, and equipment related to biological and chemical analysis.

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

Knowledge of chain of custody procedure and general rules of evidence.

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

Knowledge of basic units of measurement and statistical principles.

Knowledge of testimony and courtroom procedures.

Knowledge of how to prepare chemical reagents.

Exercise judgement and be decisive.

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

Ability to learn and practice safety rules and procedures associated with laboratory equipment and chemicals.

Ability to perform work in accordance with prescribed procedures, make 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, and meetings).

Ability to maintain composure while under cross-examination regarding personal and scientific qualifications and testify to laboratory findings in court.

Ability to properly use or learn to use laboratory equipment, computer and photography equipment, and chemicals as needed for the assigned forensic discipline.

Ability to perform job-related travel (e.g., court testimony, training events, meetings, and seminars).

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

Ability to stand for extended periods and lift at least 30 pounds.

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 read English effectively.

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 work with restricted, highly sensitive, information in a confidential and 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).

Ability to establish and maintain effective and harmonious working relations with others.

Ability to work hours as assigned.

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

Ability to learn about the collection, examination, and preparation of evidence.

Ability to organize, coordinate, manage, and/or correlate data and present it to a group in a clear and concise manner.

**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.):

Successful completion of sixty 60 credit hours from a college or university.

OR

Possession of a high school diploma or equivalent AND two years of work experience utilizing the knowledge, skills, and abilities associated with this position.

**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 pass 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 and maintain MULES certification.

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

If applicable to the assigned forensic discipline, possess or obtain and maintain 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.