



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

**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 controlled substances. An employee in this position participates in a formal and on-the-job training program. Work is performed under immediate supervision.

Employees assigned to satellite laboratories are also 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.)

Under close supervision an employee:

Participates in formal and on-the-job training in scientific analysis of controlled substances, non-controlled drug substances, and clandestine laboratories.

Participates in, and successfully passes practical 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 is competency tested.

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

Interprets test results obtained from the proper microscopic, chemical, and instrumental methods.

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

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

Learns and performs proper instrument maintenance and repair procedures.

Learns and performs proper reagent and standard preparation and labeling.

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

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).

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

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

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

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

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

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

Ability to read English effectively.

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

Ability to learn the procedures and methods used in the processing and scientific analysis of controlled substances, non-controlled drug substances, and clandestine laboratory evidence.

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

Ability to learn about the preparation of evidence for presentation in court.

Ability to learn about the chain of custody for evidence.

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 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 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.

**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.