



Classification: Criminalist II (DNA Casework/Screening)

Title Code: V00516

Pay Range: 24

POSITION SUMMARY: This is a responsible professional and technical position. Work includes performing technical work in the scientific analysis of body fluids. The employee may assist in the training of other criminalists and laboratory technicians. Work is performed under general supervision of a superior who makes assignments and provides advice and assistance in complex work methods; however, the employee is expected to work independently within the framework of established procedures and policies.

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.)

Regularly examines and analyzes submitted criminal evidence for the presence of body fluid samples (e.g., blood, semen, vaginal secretions).

Regularly examines forensic evidence that may be soil laden, maggot infested, putrefied, rank, and/or otherwise unpleasant.

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

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).

Performs complex scientific techniques including, but not limited to, DNA PCR analysis, body fluid identification, statistics, etc.

Interprets test results obtained from the proper microscopic and biochemical methods.

Participates in crime scene investigations as needed (collects, preserves, and examines evidence).

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

Prepares evidence and exhibits; maintains report files; issues periodic and special reports.

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

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

Reviews and assists in revising standard operating procedures, training, quality control, and safety manuals, etc., within the chosen/related discipline.

Assists other criminalists and laboratory technicians in body fluid analysis.

Assists in the development and application of methods and/or techniques to upgrade laboratory capability.

Participates in the proficiency-testing program for the section.

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

Operates laboratory robots, automation/robotic systems and instruments.

Utilizes software specific to Laboratory Information Management Systems, and quality assurance and sample tracking.

Participates in and successfully passes practical competency and/or written test(s) on new technologies prior to its use on casework.

Performs job-related travel, as needed.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge regarding the Polymerase Chain Reaction (PCR), quantitative PCR, Short Tandem Repeats (STR), and electrophoresis.

Knowledge regarding the function and purpose of basic laboratory equipment.

Knowledge regarding general laboratory safety procedures, including Universal Precautions.

Knowledge of the procedures and methods used in the scientific analysis of body fluids.

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

Ability to confer with supervisor and be guided in the decision-making process.

Ability to work with potentially hazardous and/or decomposed materials as detailed in the description of duties.

Ability to generate and receive requests for information from a variety of individuals reference forensic science.

Ability to discuss graphic topics with competence, impartiality, and professionalism.

Knowledge of the compilation and preparation of evidence for presentation in court and the role of an expert witness in legal proceedings.

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 maintain composure while under cross-examination in regard to personal and scientific qualification and defend laboratory finding in court.

Ability to work with highly sensitive information in a confidential and professional manner and maintain the information as such.

Ability to distinguish color necessary to perform laboratory tests.

Ability to perform microscopic work for extended periods.

Ability to examine forensic evidence and recognize and identify minute details.

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

Ability to establish and maintain effective working relations with others.

Ability to properly use laboratory equipment, photography equipment, standard office equipment, and chemicals.

Ability to assist in developing methods and/or techniques to upgrade laboratory capability.

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

Ability to perform job-related travel (e.g., appearing in court, facilitating crime scene investigations, and attending training meetings, seminars, etc).

Ability to participate in and successfully pass practical and/or written competency test(s).

Ability to assist in educating individuals reference forensic science.

Ability to study and revise manuals.

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, etc.).

Ability to work hours as assigned.

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 bachelor's degree (or its equivalent) or an advanced degree from an accredited college or university in a biology, chemistry or forensic science related area; coursework must include 20 semester hours in biology and successfully completed courses (graduate or undergraduate level) in biochemistry, genetics, molecular biology, and statistics and/or population genetics.

Applicants with completed coursework with titles other than those listed shall provide supporting documentation (e.g., syllabus, letter from instructor) detailing the course content. Official transcripts and supporting documentation must be provided prior to start of employment. These courses must comply with the current FBI Quality Assurance Audit Document. A minimum acceptable grade of C or equivalent in the core biology courses is required.

AND

Possess at least two years of experience as a Criminalist I - DNA Casework/Screening 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.

Must submit to periodic random drug testing.

Must possess and/or obtain a valid Missouri Driver's License.

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.