

City of Fort Worth, Texas Job Description

Classification Title	Forensic Scientist		
Job Code:	PR1570	Job Family:	Professional
Pay Grade	608	Date Created:	07/10/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Performs a variety of scientific laboratory analyses on physical evidence to provide scientific consultation; interprets test results and form conclusions; and testifies as an expert witness in court.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Collects, preserves and maintains integrity of evidence in the laboratory. Examines evidence; documents description and condition of item; and ensures accuracy of information documented.
2. Identifies, collects and preserves biological and other trace materials from various items of evidence; and determines proper testing techniques for each item of evidence.
3. Performs a series of complex analytical examinations utilizing biology, chemistry, physics and molecular biology theories.
4. Performs serological analysis to identify stains according to species origin and blood groupings; and examines body fluid stains for DNA profiling.
5. Performs chemical and physical analysis and microscopic examinations in the identification and comparison of evidence.
6. Processes items of evidence for latent fingerprints; utilizes specialized physical and chemical methods; lifts or photograph developed fingerprints; and submits for identification.
7. Collects biological samples from victims and suspects for comparison with biological evidence obtained from crime scene. Maintains chain of custody for evidence.
8. Conducts a series of complex scientific ballistics examinations on firearms, projectiles, cartridges, tools and components utilizing visual and microscopic analysis and physical measurements.
9. Determines firearm muzzle to target distance utilizing specialized scientific testing techniques; and restores obliterated serial numbers to firearms.

10. Interprets examination results and forms a basis for expert opinion for the purpose of providing factual conclusions relating to evidence collected in a criminal investigation.
11. Maintains, reviews and implements extensive quality assurance measures; and ensures quality of laboratory data.
12. Performs maintenance and repair of laboratory equipment; cleans and maintains workspace; and disposes of biological, chemical and radioactive waste.
13. Prepares detailed reports on laboratory test results and examinations performed; and forms conclusions based on test results.
14. Confers and coordinates with detectives, outside agencies and prosecutors to provide technical assistance in the investigation and analysis of evidence.
15. Testifies in court as an expert witness; presents laboratory findings; explains laboratory procedures; defends laboratory findings; and refutes or corroborates other expert testimony.
16. Assembles diagrams, charts, photographs and various other materials to support conclusions reached in laboratory testing.
17. Performs other related duties as required.
18. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of:
 - Theoretical and analytical principles of natural, physical and forensic sciences, including organic, inorganic, chemistry, biology and other applicable fields and sub-disciplines.
 - Complex mathematic principles and statistics.
 - Laboratory testing procedures and methods.
 - Proper procedures and standard laboratory rules and safety precautions regarding chemicals, toxins and biological substances.
 - Evidence collection and preservation procedures.
 - Principles and procedures used to offer expert testimony in court.
 - Federal, State and local laws, codes and regulations pertaining to forensic science.
 - Policies, procedures, rules and regulations governing a forensic laboratory.
 - Operational methods and techniques of forensic laboratory equipment.
 - Principles and procedures of record keeping.
 - Principles of business letter writing and basic report preparation.
 - FBI Quality Assurance Standards for DNA testing laboratories.
 - Accreditation guidelines and quality management system.
- Skill in:
 - Analysis and problem solving.

- Interpersonal relations.
- Troubleshooting.
- Computers and applicable software.
- Ability to:
 - Communicate clearly and effectively, both orally and in writing.
 - Perform a variety of scientific laboratory analyses on physical evidence to provide scientific consultation.
 - Perform microscopic examinations.
 - Determine proper testing techniques for each item of evidence.
 - Utilize biology, chemistry, physics and molecular biology theories.
 - Perform chemical and physical analysis and microscopic examinations.
 - Process items of evidence for latent fingerprints.
 - Work extensively with chemical and biological hazards in a safe manner.
 - Prepare detailed reports on laboratory test results and examinations.
 - Testify in court as an expert witness.
 - Follow standard operating procedures.
 - Analyze evidentiary data and form a defensible opinion or conclusion of observations.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in criminalistics, forensic science, chemistry, biology or a related field and one year of professional research and practical experience working in a chemistry laboratory.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.