

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Senior Forensic Scientist		
<b>Job Code:</b>	PR2370	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	611	<b>Date Reviewed:</b>	07/12/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Leads, assigns, reviews and participates in the more complex and difficult work activities of scientific laboratory application, analyses, identification and classification of various types of evidence; interprets complex test results and forms 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. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Plans, prioritizes, assigns, monitors, and participates in the collection, preservation and preparation of various types of evidence for analysis; provides technical and analytical support related to criminalistic laboratory techniques and interpretation of data; ensures laboratory compliance with local, state, and federal laws, rules and regulations.
3. Oversees and performs the more technical and complex laboratory testing and analysis in a wide variety of areas including serological analysis, DNA profiling, microscopic examinations, analysis of controlled substances, evidence comparison, fingerprint identification and firearm examination and testing.
4. Participates in the development of policies and procedures related to criminalistics laboratory testing and operations; monitors work activities to ensure compliance with established quality control and quality assurance policies and procedures as well as standard operating procedures.
5. Oversees the ordering and maintenance of laboratory stock including glassware, chemicals, and related supplies; washes glassware and sterilizes equipment as appropriate; reviews maintenance records on equipment.
6. Assists in planning, coordinating, and reviewing the work plan for assigned laboratory staff; monitors work activities; reviews and evaluates work products, methods and procedures.

7. 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.
8. Prepares daily, weekly, and monthly reports as assigned by management staff or regulatory agencies; maintains records of evidence sampling, analysis and examination.
9. Confers and coordinates with detectives, outside agencies and prosecutors to provide technical assistance in the investigation and analysis of evidence.
10. Testifies in court as an expert witness; presents laboratory findings and explains laboratory procedures; defends laboratory findings and refutes or corroborates other expert testimony.
11. Assembles diagrams, charts, photographs and various other materials to support conclusions reached in laboratory testing.
12. Coordinates the outsourcing of testing with vendors.
13. Oversees, participates, and performs technical and complex functions related to operating, maintaining, and monitoring performance of crime lab information systems.
14. Conducts internal audits to ensure compliance laboratory accreditation processes.
15. Performs other related duties as required.
16. 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, standard laboratory rules, and safety precautions regarding chemicals, toxins and biological substances.
- Evidence collection, preservation, and documentation 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.
- Accreditation guidelines and the laboratory's quality management system.

- **Skill in:**
  - Troubleshooting technical problems.
  - Technical writing and editing.
  - Microsoft Office.
  - Use of computers and related software.
  - Public speaking.
- **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.
  - 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.
  - Establish and maintain effective working relationships with those contacted in the course of work.
  - Handle multiple tasks simultaneously.
  - Work effectively as part of a team.
  - Interpret standard operating procedures.
  - Follow health and safety guidelines.
  - Make scientific observations, evaluate observations and reach reasoned scientific conclusion or opinions about those observations.
  - Defend point of view, conclusions or opinions in a logical, professional, manner.
  - Objectively review and solicit process improvements.

## **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 three years of responsible laboratory experience required, including one year in chemical or criminalistics testing.

## **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, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

### **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.*

Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.