City of Fort Worth, Texas
Job Description

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<tr>
<th>Classification Title</th>
<th>Senior Forensic Scientist</th>
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<tr>
<td>Job Code:</td>
<td>PR2370</td>
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<tr>
<td>Job Family:</td>
<td>Professional</td>
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<td>Pay Grade:</td>
<td>611</td>
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<td>Date Created:</td>
<td>07/12/15</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Date Revised:</td>
<td>02/12/18</td>
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GENERAL SUMMARY
Performs a variety of scientific laboratory analyses on physical evidence to provide scientific consultation; interprets test results and forms conclusions; testifies as an expert witness in court; reviews and participates in more complex and difficult work; assists supervisory staff in various assigned projects.

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. Performs all essential duties and responsibilities of a Forensic Scientist.
2. Maintains records of evidence sampling, analysis and examination.
3. Assumes lead responsibilities in the absence of the Forensic Supervisor when assigned.
4. Performs other related duties as required.
5. 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.

When assigned to the Biology Unit:
Examines evidence for the presence of biological material and, when necessary, collects trace material, performs serological and DNA testing, determine suitability for entry into CODIS, and complies with the FBI Assurance Standards for Forensic DNA Testing Laboratories.

When assigned to the Chemistry Unit:
Performs qualitative analyses of controlled substances, pharmaceutical preparations, and plant materials utilizing analytical techniques such as gas chromatography, mass spectroscopy, and infrared spectroscopy, performs toxicological analysis for the determination of blood alcohol concentration using headspace analysis.
When assigned to the Firearm & Tool mark Unit:

Examines of all types of firearms and firearms related evidence; including firearm functionality testing, microscopic examination and comparison of ammunition components, such as bullets and cartridge cases, serial number restoration testing, non-firearm toolmark examinations and muzzle-to-target distance determination examinations.

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**

**Biology:** B.A./B.S degree in natural science or forensic science with undergraduate or graduate course work in biochemistry, genetics and molecular biology. College course work or training that covers statistics and/or population genetics is also required. The scientist shall have a minimum of 9 semester hours (or the equivalent) that cover the required subject areas.

**Chemistry:** B.A/B.S degree in natural science or forensic science with undergraduate or graduate course work in biochemistry, chemistry, biology, forensic science or a closely related field.

**Firearms:** B.A/B.S degree with course work in physical science or forensic science.

And five years of relevant forensic laboratory experience as a qualified analyst.

**OTHER REQUIREMENTS**

Ability to obtain a valid Texas Driver’s license

Provide a buccal DNA sample after date of hire

Ability to comply with all Texas Forensic Science Commission requirements.

**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.

**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 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. 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.