DEPARTMENT OF JUSTICE

DIVISION OF LAW ENFORCEMENT

BUREAU OF FORENSIC SERVICES

Sacramento Laboratory

Toxicology Program

Criminalist

420-551-8466-002; 420-551-8466-003

**Vacant**

**JOB TITLE:** Criminalist (Toxicology)

**STATEMENT OF DUTIES:** The Criminalist classification is an entry, training, and sub-journey level position. Criminalists perform routine and less complex laboratory analyses.

**SUPERVISION RECEIVED:** The Criminalist works under the direct supervision of a Criminalist Manager or Criminalist Supervisor or the lead of a Senior Criminalist.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMAND:** The Criminalist is expected to: be able to lift up to 60 pounds; work odd and late hours; handle foreign substances and chemicals; be able to differentiate color shades; provide courtroom testimony.

**TYPICAL WORKING CONDITIONS:** While working in the laboratory, Criminalists are in a controlled work environment. They are in an uncontrolled, potentially stressful work environment when they testify in court.

**ESSENTIAL FUNCTIONS**

70% Perform toxicological analyses of body viscera and fluids in accordance with laboratory standards and guidelines. May provide technical and/or administrative review of analysis conducted by other toxicology analysts. Maintain proficiency and competency as a toxicology analyst by participating in internal and external testing such as that required by ANAB accreditation standards.

10% Prepare laboratory examination reports.

10% Perform quality assurance and quality control support tasks. Tasks may include performing routine maintenance and performance checks on laboratory equipment and reagents, conducting internal validation studies, and participating in internal audits.

Criminalist (Toxicology)

Duty Statement

Page 2

5% Provide technical training, consultation, and assistance to state and local law enforcement agencies on toxicology analysis and interpretation. Prepare evidence and exhibits and testify in court as an expert witness.

5% Perform other duties, as required, to ensure continuing laboratory operations, coverage, and safety. Duties may include evidence intake/release, front office coverage, and project management.

*I have read and understand the essential functions and typical demands required of the job offered to me, and I am able to perform the essential functions with or without reasonable accommodation.*

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Employee’s Signature Date Supervisor’s Signature Date