

DEPARTMENT OF JUSTICE  
DIVISION OF LAW ENFORCEMENT  
BUREAU OF FORENSIC SERVICES  
FREEDOM LABORATORY  
420-572-8477-003  
**Vacant**

**JOB TITLE:** Criminalist Supervisor

**STATEMENT OF DUTIES:** The Criminalist Supervisor is responsible for the technical direction and operation of any combination of forensic programs in the laboratory as needed. The incumbent advises on quality assurance procedures, writes procedure manuals, and supervises and trains Criminalists in various disciplines of forensic science.

**SUPERVISION RECEIVED:** Supervised by a Criminalist Manager

**SUPERVISION EXERCISED:** Supervises Senior Criminalists, Criminalists and other support staff.

**TYPICAL PHYSICAL DEMANDS:** Heavy use of computer and phone in each typical day.

**TYPICAL WORKING CONDITIONS:** The Criminalist Supervisor's working conditions range from a private or shared office, to the laboratory area, to the field in order to supervise subordinates working at crime scenes. Travel around the service area for contact with clients and around the state for meetings with other Bureau and Division leaders is also common.

**EXAMPLES OF DUTIES:**

**ESSENTIAL FUNCTIONS**

- 65% Responsible for work flow, case assignment, review and approval of case reports in all or selected areas of alcohol determinations, criminalistics, controlled substances, and field investigations. The supervisor will work with technical staff to develop training plans, and technical procedures. Monitors technical performance of Criminalists to ensure thoroughness, accuracy, and correct methodology of all evidence examinations. Monitors court testimony of staff. Evaluates the performance of technical staff, and prepares written annual performance appraisals and employee development plans.
- 10% Adjusts the personnel resources of the laboratory to meet commitments of court, field investigation requests, training, evidence examination, and all other laboratory functions. Ensures that laboratory complies with Bureau regulations and policies.

- 10% Identifies training needs and develops the skills of assigned personnel to provide professional growth for employees. Ensures that proficiency tests are appropriately assigned and processed and provides follow up counsel and training as needed. Authorizes and approves overtime and leave requests

### **MARGINAL FUNCTIONS**

- 5% Develops and maintains relationships with law enforcement and district attorneys within the service area regarding technical matters.
- 5% Approves purchases of equipment or supplies. Advises Criminalist Manager of laboratory personnel needs or problems and works to resolve these matters.
- 5% Other duties as required.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Supervisor Signature                      Date