

DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FORENSIC SERVICES
JAN BASHINSKI DNA LABORATORY

420-506-8466-xxx

Vacant

JOB TITLE: Criminalist (DNA Casework)

STATEMENT OF DUTIES: The Criminalist classification is an entry, training, and sub-journey level position. Criminalists perform routine and less complex biology and DNA examinations and analyses. They may assist higher-level Criminalists in scientific investigations and the examination of physical evidence at crime scenes and clandestine drug labs.

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 50 pounds; work odd and late hours; handle foreign substances and chemicals; be able to differentiate color shades; provide courtroom testimony.

TYPICAL WORKING CONDITIONS: While at the laboratory, Criminalists are in a controlled work environment. They are in an uncontrolled, potentially stressful work environment when they respond to crime scenes and clandestine drug labs and when they testify in court.

EXAMPLE OF DUTIES:

ESSENTIAL FUNCTIONS

70% Perform biological screening and DNA analysis to develop DNA profiles from evidence in routine and less complex cases involving known suspects, unknown suspects, and missing persons. Provide technical and administrative review of analysis conducted by other DNA analysts in accordance with laboratory standards and guidelines. Maintain proficiency and competency as a DNA casework analyst by participating in internal and external testing, such as that required by ANAB accreditation standards and the FBI Quality Assurance Standards (QAS). A Criminalist at a field lab may also process crime scenes and/or clandestine drug labs for physical evidence.

10% Prepare laboratory examination reports.

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JAN BASHINSKI DNA LABORATORY
420-506-8478-023; 420-574-8478-005

Vacant

JOB TITLE: Senior Criminalist (DNA Casework)

STATEMENT OF DUTIES: The Senior Criminalist classification is the journey level position. While Senior Criminalists may perform routine biology and DNA examinations, they are also assigned to work the higher-level, more complex scientific investigations. They may assist and/or conduct scientific investigations and the examination of physical evidence at crime scenes and clandestine drug labs.

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

SUPERVISION EXERCISED: May be assigned to act as lead Criminalist or mentor.

TYPICAL PHYSICAL DEMAND: The Senior 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 at the laboratory, Senior Criminalists are in a controlled work environment. They are in an uncontrolled, potentially stressful work environment when they respond to crime scenes and clandestine drug labs and when they testify in court.

EXAMPLE OF DUTIES:

ESSENTIAL FUNCTIONS

- 70% Perform biological screening and DNA analysis to develop DNA profiles from evidence in both routine and more complex cases involving known suspects, unknown suspects, and missing persons. Provide technical and administrative review of analysis conducted by other DNA analysts in accordance with laboratory standards and guidelines. Maintain proficiency and competency as a DNA casework analyst by participating in internal and external testing, such as that required by ANAB accreditation standards and the FBI Quality Assurance Standards (QAS). May act as a lead/mentor and provide technical training to entry-level Criminalists. A Senior Criminalist in a field lab may also process crime scenes and/or clandestine drug labs for physical evidence.
- 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.
- 5% Provide technical training and consultation to state and local agencies as a technical subject matter expert on DNA technology as well as casework 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 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's Signature

Date

Supervisor's Signature

Date