

DEPARTMENT OF JUSTICE  
DIVISION OF LAW ENFORCEMENT  
BUREAU OF FORENSIC SERVICES

Sacramento Laboratory

Toxicology Program

Criminalist

420-551-8466-014

**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.

- 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 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

DEPARTMENT OF JUSTICE  
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BUREAU OF FORENSIC SERVICES  
TOXICOLOGY LABORATORY  
420-551-8478-xxx

**JOB TITLE:** Senior Criminalist

**STATEMENT OF DUTIES:** Under the general supervision of the Criminalist Supervisor, a Senior Criminalist performs all types of physical evidence examinations and comparisons.

**SUPERVISION RECEIVED:** Under the supervision of a Criminalist Manager or Criminalist Supervisor.

**SUPERVISION EXERCISED:** May act as lead Criminalist in a laboratory with less than four technical staff.

**TYPICAL PHYSICAL DEMANDS:** Be able to lift up to 50 pounds; work odd and late hours; handle foreign substances and chemicals; ability to differentiate color shades; and provide courtroom testimony.

**TYPICAL WORKING CONDITIONS:** While working in the laboratory, Senior Criminalists are in a controlled environment; however, while responding to clandestine labs and homicide scenes, they are in an uncontrolled environment; additionally, courtroom testimony can be a stressful work environment.

**EXAMPLES OF DUTIES:**

**ESSENTIAL FUNCTIONS:**

- 40% Performs casework analysis at the journeyman level in all or selected areas of criminalistics, controlled substances and blood alcohol. This includes note taking, report writing and courtroom testimony. Handle the most complex criminalistics cases.
- 10% Processes crime scenes and/or clandestine laboratory scenes for physical evidence and reconstruct the events of the crime from the physical evidence.
- 10% Instructs Criminalist A, B, C and Senior Criminalist levels in techniques of criminalistics.
- 10% Provides additional training in specific Criminalistics areas.
- 5% Instructs classes in physical evidence and scientific crime investigation for local law enforcement agencies and peace officer training schools.
- 5% May act as a technical resource for special projects

