DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FORENSIC SERVICES
EUREKA LABORATORY
420-562-8466-xxx

JOB TITLE: Criminalist

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

60% Conduct laboratory examinations and analysis of physical evidence. This may include but is not limited to: alcohol determinations; analysis of controlled substances; analysis of fire debris; microscopic, chemical, and serological tests on blood and other biological fluids and stains; visual, microscopic, and other technical examinations and comparisons of toolmarks, firearms, bullets, cartridge cases, ammunition, and other weapons; examination and casting of impression evidence, structures, or natural materials; analysis of clandestine drug lab evidence; examinations involving the identification and comparison of trace evidence, such as hairs, fibers, soil, paint, glass, and building materials.

10% Respond to and process crime scenes and clandestine drug labs. This includes the recognition, collection, preservation, and interpretation of 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 law enforcement agencies on evidence examination/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

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Senior Criminalist

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 60 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

5% Provides consultation to departmental units and other state and local agencies on scientific crime investigation methods.

5% Performs routine maintenance, inspections, and calibration checks on laboratory instruments and equipment.

5% Can be assigned as a Senior Criminalist in charge of a specific area within a laboratory.

5% Other duties as required such as laboratory operation coverage in evidence intake/release, front office coverage, project management or participating in laboratory inspections.

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.

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Employees Signature Date Supervisors Signature Date