

FORENSIC ANALYST 3

NATURE OF WORK

Under general supervision, performs work at the full-performance level by conducting complex tests and analysis required in criminal investigations for law enforcement officials in the State. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This level in the series is distinguished from the 2 level by the ability to perform a high volume of standard examinations and/or other related tasks.

ESSENTIAL JOB FUNCTIONS (Any specific position in this class may not include all of the duties listed, nor do the examples listed cover all of the duties which may be assigned.)

Accepts and receipts submitted evidence.

Maintains the chain of custody on submitted evidence.

Conducts complex scientific examinations of suspected controlled substances, biological materials, accelerants, gunshot residues, illegal liquors, falsified documents, latent fingerprints, discharged weapons, tool markings, glass fractures and other trace evidence.

Documents the examination results and transmits those results to the submitting authority.

Submits all records as required by Division rules, regulations or other directives.

Provides court testimony regarding the results of the analysis and prepares courtroom presentations.

Responsible for the general appearance, maintenance and security of any assigned office or laboratory area.

Responsible for the proper use, maintenance, necessary replacement and security of all personal and individual issue equipment.

Responsible for the proper use, care and maintenance of all Division owned or maintained, assigned or utilized transportation equipment.

Responsible for the proper documentation, routing and dissemination of all messages and information as received.

May instruct law enforcement officers in the proper identification, collection and submission of criminal evidence as it relates to area of expertise.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of investigative and laboratory techniques.

Knowledge of law enforcement practices and procedures.

Ability to interpret findings and to prepare scientific reports.

Ability to communicate effectively orally and in writing.

Ability to perform essential tasks with minimal supervision.

Ability to take on additional duties.

MINIMUM QUALIFICATIONS

Training: Bachelor's degree from a regionally accredited four-year college or university with a major in chemistry, biology, biochemistry, molecular biology, forensic sciences, natural sciences or related field.

Training Substitution for Firearms Section Only: Four years of experience as a qualified forensic laboratory firearms examiner may be substituted for bachelor's degree.

Experience: Three years of full-time or equivalent part-time paid experience in the analysis of evidentiary material.

Substitution: A Master's degree from a regionally accredited college or university in forensic science or related field may be substituted for one year of the required experience.

FOR REALLOCATION OR PROMOTIONAL PURPOSES ONLY

Experience:

One year of full-time or equivalent part-time paid experience as a Forensic Analyst 2 in the currently assigned discipline **OR** one year of full-time or equivalent part-time paid experience as a Forensic Analyst 2 and completion of training criteria in a newly assigned discipline.

Established: 11/20/97

Revised: 9/2/04, 5/13/09, 1/4/12

Effective: 1/4/12