

**FORENSIC ANALYST 4****Nature of Work**

Under general supervision, performs work at the advanced 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 3 level by the acceptance of administrative, training or technical responsibilities that go beyond the standard duties of level 3.

**Examples of Work**

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.

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

Instructs and orients new laboratory employees.

Administers the laboratory computer network.

Manages or coordinates the laboratory's CODIS, NIBIN, or AFIS systems.

Assumes administrative and regulatory duties regarding laboratory security, safety, or quality control.

Plans, coordinates, evaluates and implements major technical programs within the laboratory; resolves major problems in defining technical protocols, breakdowns of equipment, abnormal test results, and the need for deviations from standard procedures; advises employees on functioning of a variety of equipment and instruments, techniques, procedures and underlying scientific principles; oversees and conducts in-service training of employees.

Plans and conducts laboratory validation testing programs; confers with fellow scientists exploring new topic areas, determines the superiority of certain tests or technical strategies over others; provides demonstrations for laboratory analysts.

**FORENSIC ANALYST 4 (CONT'D)****Examples of Work (cont'd)**

- Ensures the correct operation, calibration and maintenance of the scientific instruments.
- Submits all records as required by Division rules, regulations or other directives.
- Responsible for the general appearance, maintenance and security of any assigned office or laboratory area.
- 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.
- May assign normal or special duties to section personnel.

**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 assume increasing levels of responsibilities and/or duties.
- Ability to effectively train new employees.

**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:** Four years of full-time or equivalent part-time paid experience as a Forensic Analyst.
- 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.

Established: 11/20/97  
 Revised: 9/2/04, 5/13/09  
 Effective: 5/13/09