

FORENSIC ANALYST 5**Nature of Work**

Serves as the section head of a discipline within the forensic laboratory. In addition to working at the full-performance level by performing analytical duties required within the area of expertise, the section head is responsible for the administrative and supervisory duties necessary for the efficient operation of the section. Maintains discipline and ensures proper performance of duties of all members of the section and perpetuates the direction and policies of the superintendent. Performs related work as required.

Distinguishing Characteristics

This level in the series is distinguished from the 4 level by the responsibility for overall supervision of lower level laboratory employees under the general direction of the laboratory director and by the degree of responsibility for ensuring Forensic Analyst competency and the accuracy of laboratory test results.

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.

Assigns normal or special duties to section personnel.

Ensures introductory and on-going training in area of expertise.

Accepts and receipts submitted evidence.

Maintains the chain of custody on submitted evidence.

Conducts 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; oversees the completion of assignments and reports.

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.

FORENSIC ANALYST 5 (CONT'D)**Examples of Work (cont'd)**

- 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.

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 effectively supervise and manage personnel.
- Ability to ensure the proper training of subordinates.
- Ability to interact and communicate with all levels of supervisory personnel and subordinates.
- Ability to coordinate directives given by laboratory director.

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:** Seven years of full-time or equivalent part-time paid experience in the analysis of evidentiary material, at least one year of which must have been in a lead worker or supervisory capacity.
- 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 excluding the one year of lead worker or supervisory experience.

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