

## **JEFFERSON COUNTY REGIONAL CRIME LABORATORY JOB DESCRIPTION**

**Job Title:** Forensic Scientist (I-IV)  
**Department:** Sheriff's Department - Crime Lab  
**Reports To:** Crime Laboratory Director  
**Salary:** \$58,000 to \$84,000 (salary dependent on qualifications/experience)  
**Application Deadline:** 9/28/18

**SUMMARY:** Assists law enforcement agencies and the criminal justice system by examining and analyzing evidence.

### **DUTIES AND RESPONSIBILITIES**

**Essential Job Functions:** Conducts specialized chemical, physical, and/or serological analyses of evidentiary materials; interprets analyses results; prepares and reviews technical reports; maintains security of evidence, chain of custody, and evidence records; prepares reagents; assists law enforcement agencies at crime scenes by evaluating and collecting potential evidence; serves as an expert witness in court giving testimony regarding findings of analyses and examination of evidence; attends training as required; maintains current knowledge in field by reading of professional literature; attends safety meetings, serves on safety committee as required, and participates in or performs audits and inspections as requested; teaches classes pertaining to forensic science to law enforcement personnel; participates in a proficiency testing program. Regular and predictable attendance is an essential function of this position.

**Other Job Functions:** Performs other related duties as directed.

**NOTE:** The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

**Equipment Used:** Laboratory equipment necessary to test and analyze forensic evidence: comparison microscope, stereoscope, GC, GC-MS, FTIR, centrifuges, electronic scales, chemical fume hoods, biological hoods, pipettes, cameras, and alternate light sources. Personal computer, mainframe computers and printers, word processing and spreadsheet software, and general office equipment as needed.

### **JOB REQUIREMENTS**

**Education & Experience:** Bachelor's degree in a natural science or forensic science from an accredited university; firearm examination experience preferred; knowledge of laboratory skills and procedures.

**Knowledge, Skills & Abilities:** Ability to conduct exhaustive complex chemical and biological analysis and prepare or review detailed technical reports; strong verbal and written communication skills; working knowledge of computer; math calculation skills; analytical and problem solving skills; strong interpersonal skills, including ability to interact and cooperate with co-workers and to deal effectively with law enforcement personnel, attorneys, court personnel, and the public; ability to present scientific data in an understandable manner to lay juries.

**Specialized Requirements:** Possess a valid Texas Driver's License, be a U.S. Citizen, be at least 21 years of age, be willing to work extended hours, including holidays, as needed. Subject to comprehensive background check.

**WORK SITUATIONS/DEMANDS/EFFORT:** Work requires organizing; prioritizing; accuracy; attention to detail; flexibility in order to perform a variety of duties and to adapt standard procedures to differing situations; performing routine, repetitive tasks; working in a high volume environment; handling and shooting various firearms; meeting frequent deadlines; out-of-town travel to attend training and to testify in court; driving a county vehicle; irregular work hours and being subject to 24-hour call out to respond to crime scenes.

**WORKING CONDITIONS:** Work is performed primarily in a climate controlled laboratory area which is shared with other employees; laboratory has controlled access. Employee is subject to safety hazards when handling biological evidence and working with chemicals, and is exposed to fumes and odors from chemicals and biological evidence. Employee may be subjected to adverse weather and environmental conditions at crime scenes.

## **Forensic Scientist (Cont'd)**

**PHYSICAL REQUIREMENTS:** Occasional moving of objects weighing up to 50 pounds, climbing ladders and balancing of objects may be required. Safety equipment must be worn when working with chemical and biological hazards. Extensive walking, reaching, bending, climbing, and balancing may be required while processing evidence and responding to crime scenes. Prolonged sitting or standing may be required while waiting to testify in court. Air travel or extended driving may be required to testify in court or to attend professional meetings or training.

**Apply at: Human Resources Department  
Jefferson County Courthouse, Annex I Building, 1225 Pearl St., Suite 201, Beaumont, TX 77701  
(409) 839-2391**

**Fax: (409) 839-2399**

**E-mail resume and/or signed application to: [hrdept@co.jefferson.tx.us](mailto:hrdept@co.jefferson.tx.us)**

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St., Suite 201, Beaumont, Texas 77701.