

**Brief Job Description (essential functions of the job):**

This Criminalist will be assigned to the Firearms Analysis Unit, under the direction of the Unit Director and Senior Examiners. This position may not be assigned all the duties listed, nor do the listed examples include all duties that may be assigned.

**Responsibilities:**

- Under the direct supervision of Criminalists II-IV, analyze items of evidence.
- Follow documented procedures and maintain records in order to ensure testing accuracy and reliability.
- Intake evidence.
- Maintain chain of custody and ensure the integrity evidence.
- Package, mark, handle and secure evidence per unit procedures.
- Review, understand and comply with all procedures for laboratory safety.
- Photograph evidence to document and record testing, as required.
- Maintain and utilize laboratory and forensic databases, per unit workflow (ex. LIMS).
- Monitor levels of supplies and consumables ensuring sufficient stock is available to perform required testing/services.
- Write and maintain records, logs, and any required documentation.
- Write reports under direction of Criminalist II-IV, if appropriate to assignment.
- Can perform casework as a full-time working analyst after the successful completion of the in-house training program and applicable competency test.
- Perform related work as required (administrative and technical).
- Attend relevant trainings/continuing education opportunities, as required.
- Process crime scenes with supervision.

**Knowledge, Skills and Abilities:**

- Knowledge of routine laboratory rules, regulations and procedures.
- Ability to communicate effectively both orally and in writing.
- Ability to follow Standard Operating Procedures (SOPs).
- Ability to communicate with investigators, ADAs, and the courts (customers).
- Familiar with equipment and instrumentation with assigned/relevant discipline.
- Report writing.
- Knowledge of laws, rules, regulations, policies, procedures, quality assurance, accreditation, laboratory paperwork, terminology and core operations of the Forensic Division.
- Must be familiar with courtroom procedures, and may present expert testimony on results of analysis, tests, and examination in federal, state, and local courts.
- General working knowledge of all disciplines within the Forensic Division.
- Ability to interpret test results.
- Knowledge of a working laboratory including QA/QC, competency and proficiency testing, standards, and controls.
- Knowledge of evidence collection, packaging, documentation, processing, and preservation techniques and procedures.
- Knowledge of chain of custody and rules of evidence.
- Able to obtain License to Carry Firearms and ability to handle firearms in a safe manner.
- Ability to write comprehensive technical reports; interpret and produce and opinion on complex test results.
- Ability to exercise good judgment and focus on detail, as required by the job.

**Minimum Entrance Qualifications:**

Minimum four (4) year bachelor degree in a natural science, forensic science, or closely related field. Entry level apprentice/trainee. No professional experience required. Preference may be given to applicants with forensic or other relevant laboratory experience