# Forensic Scientist

**Grade: 9**

**FLSA: Non - Exempt**

**Date: 7/19**

**Job Summary:** Performs scientific analyses of controlled dangerous substances. Writes reports documenting analysis, results, and conclusions. Testifies in a court of law to analysis, results, and conclusions. Reviews analysis and reports of fellow forensic scientists. Performs other duties as assigned.

**Essential Functions:**

1. Conducts laboratory tests or comparative analyses of physical evidence;
2. Prepares scientific reports to document evidence examined, laboratory and comparative analysis methods used and conclusions reached;
3. Peer reviews casework analyses and reports of other qualified CDS forensic scientists;
4. Receives, logs and stores submitted evidence in accordance with the chain of custody rules and regulations;
5. Operates, maintains and troubleshoots laboratory instrumentation and other specialized equipment to ensure integrity of results;
6. Testifies in court as an expert witness about the chain of custody, design and results of tests conducted and the conclusions reached;
7. Designs and prepares exhibits of tested physical evidence for use in court proceedings in order to assist in the prosecution of criminal cases;
8. Successfully completes all required competency and certification training prior to performing independent casework;
9. Completes specialized technical work in the authentication of criminal evidence;
10. Reviews professional journals and publications and attends seminars, workshops and professional meetings to keep abreast of current trends, research and technological developments;
11. Maintains case records and files in accordance with accreditation standards;
12. Successfully completes periodic proficiency tests;
13. Performs other related duties.

**Required Knowledge, Skills, and Abilities:**

1. Knowledge of college level biology, chemistry or forensic science technology used in crime laboratories;
2. Knowledge of crime lab procedures and practices, research methods, analytical instrumentation and equipment as applied to work in a crime laboratory;
3. Knowledge of the theory and operation of laboratory chemicals, instruments and equipment used in a crime laboratory;
4. Knowledge of police investigative procedures concerning physical evidence associated with the commission of a crime;
5. Knowledge of criminal trial proceedings related to the rules of evidence;
6. Knowledge of law enforcement investigative procedures related to handling physical evidence;
7. Skill in understanding and following crime lab procedures and policies;
8. Skill in conducting analyses, analyzing test data and drawing accurate conclusions;
9. Skill in the application of standard precautions in handling potentially infectious biological materials or hazardous chemicals;
10. Skill in the operation and maintenance of specialized equipment;
11. Ability to maintain accurate records and prepare scientific reports in a manner acceptable for admission in a court of law;
12. Ability to effectively communicate orally and in writing and to establish and maintain effective working relationships with colleagues and customers.
13. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
14. Ability to pay strict attention to detail and accuracy;
15. Ability to operate relevant computer systems, including hardware and software and simple office machines;
16. Ability to maintain strict confidentiality in all matters pertaining to the department;
17. Ability to work independently complete assigned tasks accurately and in a timely fashion;
18. Ability to use available resources to research information.

**Education and Experience:**

1. Bachelor’s degree in chemistry, biology, biochemistry, from an accredited college or university;
2. No experience required (salary commensurate with experience);

**Additional Requirements:**

1. Must possess the qualifications and certification requirements set forth in COMAR 10.10.09;
2. Must be available to testify in court upon request;
3. Must have a valid Maryland’s Driver’s;
4. Subject to employee random drug testing program;
5. Must provide a DNA sample upon hire;
6. Must successfully pass a background investigation and polygraph exam.

**Physical and Environmental Conditions:**

Work requires periods of prolonged sitting and standing.

Office work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

Laboratory work environment may involve exposure to uncomfortable or unpleasant surroundings; will involve exposure to hazardous conditions which may result in injury; may involve special physical demands; and will involve use of personal protective equipment.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date