# Supervisor III – Crime Lab

**Grade: 8**

**FLSA: Non-Exempt**

**Date: 03/19**

**Job Summary:** Supervises the daily operations of Crime Lab; makes recommendations on how to improve department operations; Investigates, inspects, collects and processes evidence at crime scenes. Provides written report of findings to determine violations of law. Performs other duties as assigned.

**Essential Functions:**

1. Supervises the daily operations of the Crime Lab; plans, implements, and evaluates task specific activities;
2. Makes recommendations on how to improve department operations;
3. Supervises, trains, and evaluates subordinate staff; participates in hiring decisions;
4. Enforces and explains departmental policies and procedures to subordinate staff and members of the public;
5. Schedules work tasks and/or equipment allocations for day-to-day work activities;
6. Monitors employees time, leave requests, and overtime; performs employee evaluations;
7. Evaluates and recommends personnel for disciplinary procedures in compliance with Sheriff’s Office personnel policies and procedures;
8. Prepares and submits relevant financial and/or data reports;
9. Plans and recommends annual operating and capital budgets; prepares budget requests;
10. Reviews safety rules and regulations with subordinate staff in compliance with Federal, State, and Local regulatory agencies;
11. Documents any personnel incidents;
12. Assist with Corrections and Law Enforcement entrance level training when requested
13. Required to cover On-Call as a Crime Lab Technician when needed
14. May require shift work and call back
15. Investigates, inspects, collects and processes evidence at crime scenes and Lab
16. Provides written report of findings to determine violations of law
17. Performs other duties as assigned.

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

1. Ability to gain thorough knowledge of St. Mary’s County Government and Sheriff’s Office policies and procedures;
2. Ability to act as a representative of St. Mary’s County Sheriff’s Office to the public;
3. Expert knowledge of department practices and procedures;
4. Knowledge of relevant Federal, State, and Local regulations relative to the operations of the department;
5. Ability to effectively communicate with other staff members;
6. Ability to supervise, train, and motivate subordinate staff;
7. Ability to prioritize and multitask;
8. Ability to use available resources to research information;
9. Ability to make appropriate recommendations to improve department operations;
10. Ability to keep accurate records;
11. Ability to operate relevant computer systems, including hardware and software, and office machines.

 **Additional Requirements:**

1. Must pass pre-employment background investigation to include a Polygraph Exam;
2. Must have a valid Maryland Driver’s License.

**Education and Experience:**

1. Bachelor’s degree;
2. Five years or more of related experience in an increasingly responsible role;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work demands constant physical effort, for example operating heavy equipment, vehicles, and tools over 60 pounds.

Work involves risks or discomforts which require special safety precautions, e.g., working around moving parts, or machines. Employees may be required to use protective gear such as boots and gloves; may require working in adverse weather conditions.

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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Department Head Date

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Employee’s Signature Date