



**Classification:** Criminalist I (CODIS)

**Title Code:** V00517

**Pay Range:** 20

**POSITION SUMMARY:** This is an entry-level position where the employee performs technical work in the scientific analysis of biological samples for DNA profiling of offenders under Missouri statutes using current DNA techniques. An employee in this position participates in a formal and on-the-job training program. Work is performed under immediate supervision.

**DESCRIPTION OF DUTIES PERFORMED:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Under close supervision an employee:

Regularly prepared chemicals used in the laboratory.

Performs quality control checks on critical equipment and reagents used in the laboratory.

Participates in formal and on-the-job training in the collection and analysis of biological samples for DNA profiling.

Confers with supervisor reference DNA analysis.

Regularly works with a variety of potentially hazardous materials (e.g., HIV, hepatitis, and/or unknown pathogen contaminated biological evidence).

Assists with training of law enforcement and Department of Corrections employees regarding the DNA Profiling/CODIS system.

Performs comprehensive reviews of arrests, prosecutor and court actions, and sentencing information to ensure the legality, completeness, and accuracy of offender DNA records.

Learns about the flow of cases through the criminal justice systems with an understanding of the operation of local and state criminal justice agencies.

Testifies as an expert witness in a court of law while maintaining composure under intense cross-examination.

Prepares evidence and exhibits; maintains report files; issues periodic and special reports.

Generates and receives requests to and from other criminal laboratories, law enforcement agencies, prosecutors, attorneys, etc., reference CODIS and crime laboratory procedures.

Studies and assists in revising standard operating procedures, training, quality control, and safety manuals, etc., within the chosen/related discipline.

Learns about and participates in the proficiency testing program for the section.

Operates standard office equipment (e.g., personal computer, telephone, fax machine, copier, etc.).

Operates laboratory robots, automation/robotic systems and instruments.

Utilizes software specific to Laboratory Information Management Systems, and quality assurance and sample tracking.

Participates in and successfully passes practical competency and/or written test(s) prior to assuming casework and/or operating scientific instrumentation.

Reads and demonstrates understanding of the technical material contained in operating procedures, training, quality control, and safety manuals, etc., within the discipline.

Performs job-related travel, as needed.

Performs other related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Ability to participate in a formal and on-the-job training program.

Knowledge regarding the function and purpose of basic laboratory equipment.

Knowledge regarding general laboratory safety procedures, including Universal Precautions.

Ability to actively participate in a formal on-the-job training.

Ability to learn the procedures and methods used in DNA analysis.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to confer with supervisor and be guided in the decision-making process.

Ability to work with potentially hazardous materials as detailed in the description of duties.

Ability to generate and receive requests for information from a variety of individuals reference DNA analysis.

Ability to discuss graphic topics with competence, impartiality, and professionalism.

Ability to learn about the compilation and preparation of evidence for presentation in court and the role of an expert witness in legal proceedings.

Ability to perform work in accordance with prescribed procedures, make accurate observations of test results, and prepare accurate records and reports.

Ability to gather, assemble, correlate, and analyze facts to be incorporated into a report of laboratory work and tests.

Ability to maintain composure while under cross-examination regarding personal and scientific qualifications and testify to laboratory findings in court.

Ability to work with highly sensitive information in a confidential and professional manner, and maintain the information as such.

Ability to distinguish colors necessary to perform laboratory tests.

Ability to examine forensic evidence and recognize and identify minute details.

Ability to stand for extended periods and lift moderate loads (30 pounds).

Ability to establish and maintain effective working relations with others.

Ability to properly use laboratory equipment, photography equipment, standard office equipment, and chemicals.

Ability to perform job-related travel (e.g., appearing in court and attending training meetings, seminars, etc.).

Ability to participate in and successfully pass practical and/or written competency test(s) prior to assuming DNA profiling/CODIS duties.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED:** (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution may be permitted in case of deficiencies in either experience or education.)

Possess a bachelor's degree (or equivalent) or an advanced degree from an accredited college or university in biology, chemistry, or a forensic science related field; coursework must include 20 semester hours in biology and successfully completed courses (graduate or undergraduate level) in biochemistry, genetics, and molecular biology and statistics.

Applicants with completed coursework with titles other than those listed shall provide supporting documentation (e.g., syllabus, letter from instructor) detailing the course content. Official transcripts and supporting documentation must be provided prior to start of employment. These courses must comply with the current FBI Quality Assurance Audit Document. A minimum acceptable grade of C or equivalent in the core biology courses is required.

**NECESSARY SPECIAL REQUIREMENTS:** Must provide a DNA sample to be used only for forensic identification as required at the time of appointment.

Must be able to pass a polygraph examination after conditional offer of employment.

Must submit to periodic random drug testing.

Must possess and/or obtain a valid Missouri Driver's License.

**FLSA STATUS:** Non-Exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.