

 City of Albuquerque <b>Job Description</b>	<b>Position Title: Forensic Scientist</b> <b>Status: Approved</b> <b>Position Grade Date Code</b> 700114 M16 Oct 2009 Services/Police/Fire/Corrections/Security/Safety	<b>Category</b>  <b>Protective</b>
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*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

**POSITION SUMMARY:**

To examine, identify, analyze, evaluate and preserve evidence in the investigations of crimes; and to perform a variety of other technical tasks relative to assigned areas of responsibility.

**SUPERVISION RECEIVED AND EXERCISED:**

Receive direction from higher level management

**ESSENTIAL FUNCTIONS:** *(Essential functions may include, but are not limited to the functions listed below)*

1. Perform physical, chemical, biological, microscopic and/or instrumental examinations of materials suspected to be evidence of crimes; collect, prepare and document a variety of forensic evidence for assigned criminal cases.
2. Coordinate and provide technical support to investigators and attorneys concerning evidentiary materials analyzed in criminal investigations.
3. Develop and provide training sessions to investigators, scientists, and others concerning forensic evidence handling techniques and procedures and other assigned topics.
4. Maintain and repair a variety of evidence and laboratory equipment and instruments; assist in the procurement of equipment and supplies for assigned section.
5. Evaluate and recommend laboratory policies and procedures; edit and maintain quality control manual; implement changes in policy.
6. Prepare and present a variety of written and oral reports; review reports of other scientists for accuracy; provide expert testimony in court as required.
7. Ensure adherence to safe work practices and procedures.

**SUPPLEMENTAL FUNCTIONS:**

1. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

2. Perform related duties and responsibilities as required.

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

*Related education and experience may be interchangeable on a year for year basis.*

Bachelor's degree from an accredited college or university with major course work in chemistry, biology, or a related field, plus five (5) years of scientific laboratory experience. Forensic science experience desirable.

**PREFERRED KNOWLEDGE, SKILL AND ABILITY:**

**Knowledge of:**

Operations, services and activities of a forensic laboratory  
Methods and techniques of forensic evidence collection and evaluation  
Operational characteristics of forensic instruments, equipment and tools  
Laboratory techniques and procedures  
Advanced chemistry, biology, biochemistry and physics principles  
Occupational hazards and standard of safety practices

**Skill and Ability to:**

Perform forensic evidence collection identification and analysis  
Organize and present evidence used in criminal processing  
Operate a variety of forensic equipment and instruments in a safe and effective manner  
Work independently in the absence of supervision  
Prepare written and oral reports  
Understand and follow oral and written instructions  
Communicate clearly and concisely, both orally and in writing  
Establish and maintain effective working relationships with those contacted in the course of work  
Maintain mental capacity which allows for effective interaction and communication with others  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities

**WORKING CONDITIONS:**

**Environmental:**

Laboratory environment

**Physical:**

Essential and supplemental functions may require maintaining physical condition necessary for walking and standing for prolonged periods of time