



City of Albuquerque

Job Description

Position Title:	Senior Forensic Scientist		
Status:	Approved		
Position Code	Grade	Date	Category
700115	M17	May 2005	Police

*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 lead, oversee and participate in the more complex and difficult work of staff responsible for examining, identifying, analyzing, evaluating and preserving 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 general direction from the Criminalistics Laboratory Manager.

Exercise supervision over assigned forensic staff.

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.
2. Supervise, plan, train and review the work of staff responsible for examining, identifying, analyzing, evaluating and preserving forensic evidence.
3. Plan, direct, and participate in the forensic and laboratory work of assigned section.
4. Train assigned employees in their areas of work including evidence collection methods, procedures and techniques.
5. Supervise the use, care and operation of forensic equipment and instruments including an atomic absorption spectrophotometer and a variety of microscopes.
6. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
7. Ensure adherence to safe work practices and procedures.
8. Prepare and present a variety of written and oral reports; review reports of assigned staff; provide testimony in court as required.

9. Evaluate standard operating procedures for assigned area, recommend new techniques and methods to **management** staff.

10. Manage equipment and instrument contracts for assigned section; maintain and assist in the development of specifications for the purchase of laboratory equipment.

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. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
3. 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 six (6) years of scientific laboratory experience, of which one (1) year must be in forensic science to include three (3) years direct supervisory experience in a **management** or administrative capacity.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Operations, services and activities of a forensic laboratory program
 Principles of supervision and training
 Methods and techniques of forensic evidence collection and evaluation
 Operational characteristics of forensic instruments, equipment and tools
 Advanced laboratory techniques and procedures
 Advanced chemistry, biology, biochemistry and physics principles
 Principles of business letter writing and basic report preparation
 Occupational hazards and standard safety practices
 Applicable laws, policies and regulations

Skill and Ability to:

Organize and review the work of staff in the area of work assigned
 Independently perform the most difficult forensic evidence collection, identification and analysis
 Interpret, explain and enforce department policies and procedures
 Operate a variety of forensic equipment and instruments in a safe and effective manner
 Work independently in the absence of supervision
 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 marginal functions may require maintaining physical condition necessary for walking and standing for prolonged periods of time