



Job Title	Forensic Chemist	FLSA Status	Non-Exempt
Band	PRO	Probationary Period	12 Months
Zone	5	Job Code	17319

Class Specification – Forensic Chemist

Summary Statement:

The purpose of this position is to provide chemical analysis of evidentiary materials and offer expert scientific testimony in court proceedings. This is accomplished by analyzing materials; assisting with developing and validating analysis methods and standard operating procedures; operating instruments; maintaining quality assurance procedures and records; and communicating results. Other duties include working with police officers and attorneys, and providing administrative review of information.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
85%	Analyzes evidentiary materials by reviewing and completing chemical analyses and writing reports.
5%	Maintains instruments and quality assurance on projects by developing analysis methods and procedures; completing performance checks; calibrating instruments; and providing technical and administrative reviews of analytical reports.
10%	Communicating with law enforcement and citizen groups by providing consultation and analysis of requests and results; testifying as an expert witness in court; and providing presentations and training to officers and citizens.

Competencies Required:

Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.



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Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in general chemistry, analytical chemistry, pharmaceutical chemistry, pharmacology, or a closely related field.

Experience: Three years of full-time responsible forensic laboratory experience including experience as an expert witness.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Position has no responsibility for the direction or supervision of others.

Supervision Received:

Receives Direction: This job title normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.



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Fiscal Responsibility:
 This job title has no budgetary responsibility.

Physical Demands:
 Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Stereo and compound microscopes, analytical balances, centrifuges, cameras, gas chromatographs, mass spectrometers, infrared spectrometers, x-ray fluorescence analyzers, telephones, copiers, calculators, computer, instrument computer systems, and printers.

Specialized Computer Equipment and Software: Microsoft Office, Instrumentation software, and LIMS.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: July 2014