



**Classification:** Criminalist III - DNA Casework  
**Title Code:** V00515  
**Pay Range:** 27

**POSITION SUMMARY:**

This is a very responsible professional and technical position. Work includes performing technical work in the scientific analysis of body fluids. The employee may assist in the training of other criminalists and laboratory technicians. Work includes preparing reports, developing procedures for the laboratory, testifying in court, and instructing others about body fluid collection and analysis. Work performed with considerable independence within the framework of established policies and procedures.

**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.)

Regularly examines and analyzes submitted criminal evidence for the presence of body fluid samples (e.g., blood, semen, vaginal secretions).

Regularly examines forensic evidence that may be soil laden, maggot infested, putrefied, rank, and/or otherwise unpleasant.

Makes decisions on appropriate test methodology based on the quantity and quality of the submitted sample.

Assesses submitted evidence to determine which items are most likely to associate or disassociate the victim or suspect with a crime scene.

Regularly works with a variety of potentially hazardous materials (e.g., HIV, hepatitis, and/or unknown pathogen contaminated body fluid evidence; unidentified chemicals on evidence).

Performs complex scientific techniques including, but not limited to, DNA PCR analysis, body fluid identification, statistics, etc.

Interprets test results obtained from the proper microscopic and biochemical methods.

Participates in crime scene investigations as needed (collects, preserves, and examines evidence); assists in training lower level criminalists.

Routinely 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.

Trains new employees on laboratory practices and procedures.

Conducts training of law enforcement personnel about DNA and body fluid analysis and chain of custody procedures.

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Interacts with media reference forensic science.

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

Educates prosecuting attorneys about complex scientific analysis and serves as a technical advisor during trial proceedings.

Reviews and updates standard operating procedures, training, quality control, and safety manuals, etc., within the chosen/related discipline.

Assists other criminalists and laboratory technicians in body fluid analysis.

Assists in the development and application of methods and/or techniques to upgrade laboratory capability.

Participates in the proficiency-testing program for the section.

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

Participates in and successfully passes practical competency and/or written test(s).

Performs job-related travel, as needed.

Performs other related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge regarding the Polymerase Chain Reaction, Short Tandem Repeats, and electrophoresis.

Thorough knowledge regarding the function and purpose of basic laboratory equipment.

Knowledge regarding general laboratory safety procedures, including Universal Precautions.

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

Thorough knowledge of the procedures and methods used in the scientific analysis of body fluids.

Ability to guide others in the decision-making process.

Ability to work with potentially hazardous and/or decomposed materials as detailed in the description of duties.

Ability to generate and receive requests for information from a variety of individuals reference forensic science.

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

Knowledge of 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.

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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 in regard to personal and scientific qualification and defend laboratory finding in court.

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

Ability to distinguish color necessary to perform laboratory tests.

Ability to perform microscopic work for extended periods.

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 and train others in the use of laboratory equipment, photography equipment, standard office equipment, and chemicals.

Ability to develop methods and/or techniques to upgrade laboratory capability.

Ability to transport tools, equipment, and evidence necessary to facilitate crime scene investigations.

Ability to perform job-related travel (e.g., appearing in court, facilitating crime scene investigations, and attending training meeting, seminars, etc).

Ability to communicate effectively.

Ability to participate in and successfully pass practical and/or written competency test(s).

Ability to educate individuals reference forensic science.

Ability to study and revise manuals.

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.

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**MINIMUM EXPERIENCE AND EDUCATION REQUIRED:**

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a bachelor's degree (or its equivalent) or an advanced degree in a biology, chemistry or forensic science related area; coursework must include 20 semester hours in biology and shall have successfully completed college course work (graduate or undergraduate level) in biochemistry, genetics, and molecular biology totaling at least nine semester or equivalent credit hours. These courses must comply with the current FBI Quality Assurance Audit Document. Coursework and/or training in statistics and population genetics are recommended. A minimum acceptable grade of C or equivalent in the core biology courses is required.

AND

Possess at least two years of experience as a Criminalist II - DNA or comparable experience.

**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.

If applicable to the assigned forensic discipline, possess or obtain a Missouri Department of Health Type 1 Permit (Alcohol and Drug Testing).

If applicable, possess or obtain and maintain a Certified Instructors Certificate (Specialist) from the Missouri Department of Public Safety.

Must successfully complete a twelve-month probationary period.

**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.