



Charles County Sheriff's Office



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

ALLIED FORENSIC DNA ANALYST I

Division: Criminal Investigations
Section: Forensic Science
Pay Grade: 113
FLSA Status: Non-Exempt
Classification: Full-Time
Updated on: April 2024

JOB SUMMARY

This **non-critical** entry-level position. Employees in this classification identify and analyze blood and other biological fluids through conventional serological testing and/or DNA testing on evidence submitted in criminal cases, consult with investigators and prosecutors on the analysis of evidence, prepare formal reports, conduct pretrial conferences, and testify as a qualified forensic expert. Employees in this classification do not supervise other positions. Employees in this classification receive supervision from a Maryland State Police Forensic Scientist Supervisor. Until the individual completes all training and certification, they will be a trainee and under close supervision. The employee reports directly to, **the Maryland State Police Forensic Science Division Supervisor** and the **Deputy Director of the Forensic Science Section, Charles County Sheriff's Office**.

ESSENTIAL JOB FUNCTIONS

- Conducts laboratory tests or comparative analyses of physical evidence;
- Assists in the preparation of scientific reports to document evidence examined, laboratory and analysis methods used and conclusions reached;
- Receives, logs and stores submitted evidence in accordance with the chain of custody rules and regulations;
- Operates, maintains and troubleshoots laboratory instrumentation and other specialized equipment to ensure integrity of results;
- Assists in the design and preparation of exhibits of tested physical evidence for use in court proceedings in order to assist in the prosecution of criminal cases;

- Attends and successfully completes all required competency and certification training;
- Completes specialized technical work in the authentication of criminal evidence;
- Reviews professional journals and publications and attends seminars, workshops and professional meetings to keep abreast of current trends, research and technological developments;
- Maintains case records and files in accordance with accreditation standards;
- Testifies in court as an expert witness about the chain of custody, design and results of tests conducted and the conclusions reached;
- Performs other related duties

QUALIFICATIONS

Education and Experience:

A Bachelor's degree in chemistry, biology, biochemistry, genetics, medical technology, pharmaceutical science, or related physical, natural or forensic science from an accredited college or university.

Must successfully complete minimum of (3) courses in the subject areas of Biochemistry, Genetics and Molecular Biology for a total of (9) cumulative semester hours.

Must successfully complete coursework covering Statistics and/or Population Genetics

Notes:

- Candidates may substitute experience performing comparative analysis or scientific evaluation of evidence to include experience in providing expert testimony, on a year-for-year basis, for the required education.
- Candidates may substitute additional experience at another accredited crime laboratory performing equivalent work on a year-for-year basis for the required experience.
- Candidates may substitute the possession of a Master's degree in the above physical, natural or forensic sciences from an accredited college or university for the required experience.

Preferred Qualifications:

- Forensic Science Internship(s)
- Six months of forensic work experience
- Six months of general biology laboratory experience
- Court qualified testimony as a forensic expert
- Master's degree in same educational disciplines as required in Minimum Qualifications

Licenses or Certifications:

Must possess a valid driver's license in the State of Maryland.

Special Requirements / Qualifications:

- Candidates must successfully complete the laboratory's internal training program, to include receiving a Director's Authorization to perform independent casework
- Candidates will be subject to an initial drug screening, a physical examination, submission of a DNA sample, and a complete criminal background investigation, to include a polygraph examination before a permanent appointment can be made. A criminal conviction may be grounds for rejection of the candidate.

- Employees in this classification may be required to work overtime.
- Employees are subject to call in on a 24-hour basis, are required to provide the agency with a telephone number where they can be reached.
- Employees may be exposed to hazardous agents requiring the use of safety equipment.
- Must pass random drug screening.
- Must perform work in accordance with sound safety practices.
- Must report for duty in a regular and punctual manner.
- Must complete annual training specific to forensic subject matter
- Must complete and pass annual proficiency testing specific to forensic subject matter

Knowledge, Skills and Abilities:

- Knowledge of college-level biology, chemistry or forensic science technology used in crime laboratories;
- Knowledge of procedures and practices, research methods, chemicals, instrumentation and equipment as applied to the work in a crime laboratory;
- Knowledge of law enforcement investigative procedures and criminal trial proceedings related to the rules of evidence and handling of evidence;
- Ability to perform DNA examinations including the collection of biological samples using approved procedures;
- Ability to generate STR profiles utilizing analytical DNA;
- Ability to analyze and record DNA test data, and interpret the data;
- Performs presumptive testing, confirmatory testing and chemical enhancements on evidence items.
- Skilled in the application of standard precautions in handling potentially infectious biological materials or hazardous chemicals;
- Participation in the validation of a laboratory information management system (LIMS), validation of instrumentation and analysis of validation data in order to achieve accreditation;
- Ability to maintain accurate records and prepare scientific reports in a manner acceptable for admission in a court of law;
- Ability to communicate effectively and to establish and maintain effective working relationships with colleagues and customers.
- Knowledge of the principles and methods, rules and regulations found in the Standard Operating Procedures (SOP), and other manuals pertinent to the assigned job classification.
- Knowledge in the use of office equipment such as a calculator, computer, fax, and copy machines.
- Ability to understand and retain oral and written instructions, to speak effectively and articulately, to demonstrate good listening skills, and to convey concern, understanding, and empathy.
- Ability to read, write, comprehend, and speak English in a clear, effective manner, using proper pronunciation, diction, and grammar.
- Ability to utilize a high level of discretion, good judgement, confidentiality and accuracy in assigned tasks.
- Ability to play, organize and determine priorities of diverse assignments and effectively present ideas and concepts to groups.
- Ability to assimilate information from a variety of resources.
- Ability to maintain composure and work effectively in situations of on the job pressure.

- Ability to comprehend, understand, and adhere to, at all times, Agency policies, procedures, rules, and regulations and function in a structured organization with strict rules of conduct.
- Ability to maintain professional decorum at all times.
- Ability to appropriately accept supervision, criticism, and evaluation.
- Ability to maintain sensitivity to people from varying ethnic, religious, sexual, and socioeconomic backgrounds.

PHYSICAL DEMANDS

The work is laboratory based. May sit for prolonged periods of time, answering the telephone, and operating various equipment, inputting and retrieving information; climb a step stool / ladders or stoop down, be able to visually distinguish colors and have sufficient visual acuity to be able to see details at close range in order to perform the essential functions of the job; manipulate keys and keyboard, file drawer latches, and file folders; work with hazardous items and chemicals, and utilize the senses of sight, hearing, smell, and touch.

WORK ENVIRONMENT

Work is performed in a laboratory setting with frequent interruptions. Exposed to all types of environmental conditions; must adhere to Universal Barrier Precautions when exposed to blood and body fluids; unknown chemical and bio-hazard conditions, during analysis. May often find themselves in dangerous, unpleasant and challenging working environments. Must perform work in accordance with sound safety practices, report for duty in a regular and punctual manner and must be available to respond to afterhours call-outs and work overtime when deemed necessary by the Agency.