

 JUNE STATE OF INDIANA CLASSIFICATION SPECIFICATION	Class Title: ISDT Forensic Scientist 1		Class Code: 001IF1
	FLSA Status: Non-Exempt	Salary Schedule: RDS	Effective Date: 9-19-13
	Summary: Conducts chemical, physical and toxicological analyses on biological and chemical evidence in connection with criminal and medical investigations; and testifies as an expert in criminal trials. Maintains the chain of custody for medical legal sample submissions. Assists in method development and standard operating procedure (SOP) implementation.		

Duties:

- Performs a wide variety of physical, chemical and toxicological analyses of questioned biological samples (blood, urine, saliva, etc.) seized in connection with criminal and medical investigations. Note: This may involve assisting state police and other agencies with crime scene processing to include documentation, collection and preservation of evidence;
- Receives, inventories and records evidence submitted to the forensic laboratory and maintains strict legal accountability and custody of physical evidence to ensure its court admissibility;
- Operates, maintains, validates and performs quality control of laboratory instrumentation and equipment including, but not limited to, gas chromatography, mass spectrophotometers, balances, microscopes and other specialized drug screening equipment;
- Interprets and compiles analytical results and writes technical reports detailing these findings which are forwarded to submitting agencies and introduced into evidence at criminal trials;
- Testifies to findings as an expert witness in depositions and criminal trials and prepares court exhibits for presentation at trial;
- Serves as an advanced discipline specialist, senior scientist, program coordinator or technical manager in drug analysis.
- Performs casework review and training of other laboratory technicians in the assigned unit;
- Maintains any applicable standard operation procedures and examination protocols that apply to the assigned unit;
- Assists in the validation of new standard operating procedures and protocols as necessary;
- Participates in proficiency testing with laboratory committees and tasks forces to document and verify accuracy and competency in performing analyses to meet and comply with laboratory policies and federal regulations;
- Conducts and participates in continuing education and training programs and provides technical advice to law enforcement personnel and others in specialized forensic science;
- Performs administrative and support functions as necessary to maintain the analytical service;
- Performs related duties as required.

Job Requirements:

- A Bachelor's degree in chemistry, forensic science, or biology, with a concentration in chemistry or toxicology;
- 5 years relevant of full time experience in a forensic analysis position;
- Successful completion of an Indiana State Department of Toxicology recognized forensic drug and/or ethanol analysis training and/or testing program and competency testing;
- Must possess and maintain a valid Indiana driver's license;
- Advanced knowledge of the theory and practical operation of a variety of scientific instrumentation and analytical techniques;
- Must have successfully completed and maintain documentation, certification by a forensic organization approved by the ISDT Director;
- Ability to testify as an expert witness in an objective and professional manner;
- Ability to perform complex scientific procedures following Laboratory Examination Guidelines;
- Ability to comprehend, demonstrate and explain advanced knowledge of the theory and practical operation of a variety of scientific instruments and analytical techniques;
- Ability to communicate complex scientific information effectively, both verbally and in writing;
- Ability to operate and maintain laboratory equipment;
- Ability to adhere to established laboratory safety practices.

Difficulty of Work:

Responsibility:

- Perform administrative and support functions as necessary to maintain analytical service.
- Acquire and maintain analytical proficiency in forensic biology analysis.
- Maintain effective communication with the scientific and criminal justice communities and department personnel.

Personal Work Relationships:

- Work with department personnel.
- Work with individuals submitting evidence.
- Work with prosecutors, attorneys and other court personnel.
- Consult with other personnel throughout the forensic community.

Physical Effort:

- Work is normally performed in a laboratory environment with occasional requirement for field duty.
- Must be able to work with physical, biological, and physical hazards with some physical effort required.
- Travel may be required.

Working Conditions: