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|  <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p> | Class Title: ISDT Forensic Scientist 2 | | Class Code: 001IF2 |
| | 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:

- Conduct a wide variety of physical, chemical, and toxicological forensic analysis of routine and non-routine evidence, including 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;
- Assist in performing modification and improvement of analytical techniques and procedures under the direction of a Forensic Scientist 1 or a supervisor;
- Communicate analytical procedures, methodology, policies, and conclusions to various elements in the criminal justice system including court testimony as an expert witness in depositions and criminal trials and prepare court exhibits for presentation at trial;
- Participate in a proficiency testing program;
- Assists in preventative maintenance of laboratory instruments and safety equipment;
- Operates, maintains, and if needed, 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;
- Assists in 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;
- As requested, 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;
- Participate in conducting training and providing technical advice to law enforcement/criminal justice personnel to improve their knowledge and skills in forensic science;
- Performs administrative and support functions as necessary to maintain the analytical service;
- Performs related duties as required.

Job Requirements:

- Bachelor of Science in chemistry, forensic science, or biology with a concentration in chemistry or toxicology;
- Advanced knowledge of the theory and practical operation of a variety of scientific instrumentation and analytical techniques;
- Ability to effectively communicate scientific information, both verbally and in writing;
- Successful completion of an Indiana Department of Toxicology recognized forensic drug and/or ethanol analysis training and/or testing program and competency testing;
- Possession of and ability to maintain a valid Indiana Driver's License;
- 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.