

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: ISDT Forensic Scientist 3		Class Code: 001IF3
	FLSA Status: Non-Exempt	Salary Schedule: RDS	Effective Date: 9-19-13
	Summary: Performs qualitative and quantitative analysis of alcohol and other drugs on human body fluids in a forensic toxicology laboratory setting. Other duties include but are not limited to, accessioning specimens; generating toxicology reports; perform data analysis; and perform maintenance on laboratory analytical instruments.		

Duties:

- Conduct forensic analysis on routine evidence of limited complexity and difficulty;
- Adheres to and supports administrative and reporting protocols;
- Receives, inventories and records submitted evidence to the forensic laboratory and maintains strict legal accountability and custody of physical evidence to ensure its court admissibility;
- Communicate analytical procedures, methodology, policies and conclusions to various elements in the criminal justice system including court testimony as an expert witness;
- 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;
- Participate in a proficiency testing program;
- Adheres to and supports applicable standard operating procedures and examination protocols that apply to section;
- Participate in continuing education and training programs in the analysis of biological evidence of a more complex and difficult nature;
- Performs routine and advanced laboratory and equipment maintenance;
- Performs related duties as required.

Job Requirements:

- A Bachelors Degree in chemistry, forensic science, or biology, with a concentration in chemistry or toxicology;
- 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 State 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 court personnel.
- Consult with other personnel throughout the forensic community.

Physical Effort:

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