

 STATE OF INDIANA CLASSIFICATION SPECIFICATION	Class Title: ISDT Forensic Scientist 4		Class Code: 001IF4
	FLSA Status: Non-Exempt	Salary Schedule: RDS	Effective Date: 9-19-13
	Summary: Performs technical work, testing and analyzing drugs and drugs of abuse and their metabolites for law enforcement and governmental agencies using state of the art instrumentation and analytical techniques. These results will often be used in court cases to determine guilt or innocence.		

Duties:

- Performs and interprets quality control procedures, instrument function checks and necessary calibration adjustments as required;
- Follows established laboratory safety guidelines;
- Completes procedural testing with in established time frames;
- Correlates complete sample data information prior to reporting and documents any irregularities;
- Maintains records to ensure proper documentation of activities and results;
- Qualify to testify in court as an expert in the area of forensic drug and/or ethanol biological analysis;
- Performance specifications are reviewed and corrective action taken when test results deviate from established specifications;
- Enters data accurately in a timely manner and in accordance with laboratory procedures; Retrieves test results and other viable information on submitted evidence;
- Maintains confidentiality of all test results;
- Operates various complex laboratory instruments;
- Perform work under direct supervision;
- Performs maintenance and corrective actions on laboratory equipment;
- Assures that all documentation derived from testing procedures is maintained;
- Participates in continuing education and training programs in the analysis of biological materials;
- Performs related duties as required.

Job Requirements:

- A Bachelors Degree chemistry, forensic science, or biology, with a concentration in chemistry or toxicology;
- Basic 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;
- 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.

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.