

## FORENSIC SERVICES LABORATORY TECHNICIAN

### JOB DESCRIPTION

**Classification Responsibilities:** A Forensic Services Laboratory Technician performs technical duties associated with forensic analyses. Responsibilities include: assisting professional staff by preparing reagents, samples, and solutions for chemical analyses; transferring evidence items to and from law enforcement agencies, maintaining reference standards; maintaining inventories of stored evidence and supplies; maintaining Safety Data Sheets; and cleaning and/or maintaining laboratory equipment. Additional duties performed include the following: calibrates and documents actions on laboratory apparatus, equipment, glassware, instruments, and safety devices, and notifies supervisor when repair or service is needed; operates laboratory instruments on a routine basis; creates and/or maintains records; updates case files to assist the Forensic Scientists/Examiners in documenting the analyses and examinations conducted; and participation in laboratory audits. This class performs related duties as required.

**Distinguishing Features:** This is a civilian classification. Incumbents are trained in laboratory techniques and procedures. The Forensic Services Laboratory Technician functions as a safety officer for the section. Supervision is received from a Forensic Scientist Supervisor or designee who reviews work through observation on the job, reports, conferences, and results achieved. The work involves exposure to chemicals and other hazardous materials and requires considerable exercise of judgment and care in handling physical evidence to ensure legal acceptability. This class is FLSA nonexempt.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree. At least twelve semester hours of natural science (Biology, Chemistry, etc.) courses including lecture and laboratory.

**Special Requirements.** Must possess a valid Class D Arizona Driver's License by hire or promotion date. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation may be required.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Graduation from an accredited college or university with a Bachelor's Degree in Biology and/or Biochemistry, Chemistry, or Forensic Science is preferred. Training in the safety requirements of a chemical laboratory or experience in laboratory assistance is preferred.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with coworkers, other City employees, vendors, and the general public. Orders supplies and services for the Forensic Services Section. Receives instructions and on-the-job training from other Forensic Services Section personnel. Prepares reports and records with clearly organized thoughts using proper sentence structure, punctuation, and grammar.

**Manual/Physical:** Inspects and evaluates equipment, objects, safety devices (emergency showers, eyewash fountains, fume hoods, and fire extinguishers), information, and work-related conditions to determine compliance with prescribed operating and safety standards, regulations, and guidelines, including manufacturer's specifications on computerized scientific equipment. Monitors, orders, and replaces high pressure gas cylinders. Monitors and maintains deionized water system and the biological drying rooms. Operates laboratory equipment on a routine basis. Lifts or moves supplies and equipment up to 50 lbs. Uses common hand tools such as a screwdriver and various maintenance tools to clean, maintain, and calibrate laboratory apparatus, equipment, glassware, instruments, and safety devices on a regular basis. Receives, logs, distributes, and maintains inventory records. Collects, packages, stores, and arranges for removal of hazardous chemical and/or reagent wastes and biological wastes. Inventories capital equipment. Inventories, distributes, and replenishes laboratory supplies including items needed for the biological evidence drying rooms. Enters data into a personal computer (PC). Works with chemicals using specialized non-routine, protective equipment. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to attend meetings and training, and perform tasks for the Forensic Services Section.

**Mental:** Prepares reagents, samples, and solutions for several types of analyses. Provides documentation to management regarding hazardous conditions and needed repairs. Serves as a liaison to City of Mesa facilities personnel to ensure adequate operation of electrical, plumbing, and heating/cooling systems. Maintains various records for the Forensic Services Section. Maintains, updates, and documents references, standards, and protocol files for easy retrieval by the Forensic Scientists. Comprehends and makes inferences from written material such as instructions for operating or calibrating scientific instruments.

### **Knowledge/Skills/Abilities:**

Knowledge of:

Occupational Safety and Health Administration (OSHA) Safety requirements;  
Safety Data Sheets (SDSs);  
applicable Arizona State Revised Statutes;  
applicable scientific technical working groups requirements (for discipline/unit assigned);  
applicable professional organizations (for discipline/unit assigned);  
general chemistry;  
laboratory equipment and terminology;  
inventory, stocking, and maintaining supplies;  
routine record keeping procedures; and  
chemical safety requirements for laboratories including proper disposal of waste materials.

Skill in:

operating a PC;  
applying oneself to detail; and  
using hand tools effectively.

Ability to:

follow verbal and written instructions exactly;  
prepare chemical reagents, solutions, and samples;  
provide detailed, technical laboratory assistance;  
operate scientific instruments;  
organize and maintain a laboratory area;  
learn and apply rules of evidence and legally accepted methods and procedures;  
testify in court and withstand cross-examination; and  
establish and maintain effective working relationships with department personnel and outside agencies.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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MG/lv

CS3819.DOCX

EEO-Tech

JOB FCTN-TEC

Non-DOT Safety and Security-Y

CDL-N

RESP-N

PAY GRADE: 47

IND-7720

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 50-200