

ASSISTANT FORENSIC SCIENTIST

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this class performs chemical, physical, microscopic and instrumental analyses of a routine nature, prepares solutions and reagents, maintains equipment, and processes crime scenes. The work of this level is distinguished from the work performed by a Senior Laboratory Technician (II - Forensic Science) who performs routine laboratory tests involving less independent judgment. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs routine chemical, physical, microscopic and instrumental analyses of physical evidence and controlled substances;

Performs both qualitative and quantitative analysis as required;

Prepares solutions and reagents and maintains equipment ensuring proper availability of work materials;

Operates automated or specialized equipment and provides instruction to subordinates as needed;

Interprets test results and issues written reports;

Participates in internal and external proficiency testing programs;

Maintains orderliness and cleanliness of work areas, ensuring compliance with standard laboratory practices to ensure safe working conditions;

Assists higher level personnel in performing complex analyses, conducting research, and method development;

Carries out quality control measures, documenting remedial action taken for detected deficiencies and defects;

Participated in the laboratories quality assurance program;

Attends training sessions to keep abreast of new laboratory procedures, techniques and equipment;

Participates in crime scene processing in a support role;

Participates in the Department's teaching programs;

Uses computer applications or other automated systems such as spreadsheets, word-processing, calendar, e-mail and database software in performing work assignments;

May testify in court regarding laboratory analyses and the significance of the results;

May participate in evidence intake when required;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern laboratory principles, practices, techniques, procedures, instrumentation, statistics and safety precautions used in the field of Forensic Science; skill in the operation, calibration, troubleshooting and routine maintenance of modern laboratory equipment and instrumentation, including automated equipment; ability to conduct tests and analyses of specimens, detect and investigate problems, and make evaluations supported by experimental evidence; ability to carry out quality control measures; ability to establish and maintain effective working relationships; ability to understand, follow and convey complex technical instructions, both verbal and written; ability to communicate effectively both orally and in writing, ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability to effectively use computer applications such as spreadsheets, word-processing, e-mail and database software; thoroughness; accuracy; resourcefulness; initiative; dependability; integrity; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelors Degree* in Forensic Science, Chemistry, Biology, Biochemistry, Medical Technology, or closely related field which must have included or been supplemented by twenty credit** hours in chemistry, and one year of forensic science experience in a forensic science laboratory which must have been gained within the last 3 years.

SUBSTITUTION: Satisfactory completion of a Master's Degree* in one of the above stated fields which must have included or been supplemented by twenty credit** hours in chemistry may be substituted for the one year of required experience.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.

**NOTE: The twenty credit hours of chemistry may be obtained at the undergraduate or graduate level or in any combination of undergraduate or graduate level credit hours.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.