

FORENSIC SCIENTIST TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: Under close and continuing direct supervision, an incumbent in this technical laboratory class conducts chemical, physical, microscopic and instrumental preliminary analyses of physical evidence submitted to a Forensic Science Laboratory, adhering to established standards of proficiency, quality control and safety. This is the trainee level of the Forensic title series. Trainee appointments are for a period of up to one year during which time trainees must participate in departmental training programs. Trainees advance to the Assistant Forensic Scientist level without further examination, after satisfactory completion of the traineeship. Incumbents undertake to become proficient in higher-level duties and performance, and participate, on a Trainee level, on an "experience only" basis in the performance of related complex analyses. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates, under the direction of a Senior Forensic Scientist, in a program of study and experience that will enable the incumbent to become proficient with chemical, physical, microscopic and instrumental analyses of physical evidence, thereby successfully qualifying for the position of Assistant Forensic Scientist;

Performs preliminary chemical, physical, microscopic and instrumental analysis of physical evidence;

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

Participates on an experience only basis in internal and external proficiency testing programs;

Complies with standard laboratory practices in maintenance of cleanliness and safety conditions in the laboratory;

Assists higher-level Forensic Science personnel with complex analyses;

Monitors, tests and maintains laboratory equipment in proper working condition, arranging for maintenance and repair as needed;

Follows proper safety procedures and protocols;

Records test results, reports findings and compiles related information as required for internal laboratory use;

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

May assist with evidence intake when required;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of current laboratory principles, practices, techniques, procedures, instrumentation and safety used in the field of Forensic Science; knowledge of the basic principles of the chemical and biological sciences; ability to understand and follow complex technical instructions both verbal and written; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability to operate standard laboratory equipment; ability to effectively use computer applications such as spreadsheets, word-processing, calendar, e-mail and database software; thoroughness; accuracy; tact; resourcefulness; dependability; professional integrity; alertness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Chemistry, Forensic Science, Biochemistry, Medical Technology or Biology or closely related field which must have included or been supplemented by twenty credit** hours in Chemistry.

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

**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 REQUIREMENTS: 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.