

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Forensic Scientist III		
<b>Job Code:</b>	PR2370	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	610	<b>Date Created:</b>	07/12/2015
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	02/08/2024

### GENERAL SUMMARY

Under general supervision, performs a variety of more complex scientific laboratory analyses on physical evidence to provide scientific consultation; interprets more complex test results and forms conclusions; writes scientific examination reports; testifies as an expert witness in court; assists in training program of new analysts, provides training to law enforcement training academy, provides mentoring to college volunteer program or community outreach, may be appointed as Crime Laboratory Liaison or Contact to assist in Continuous Improvement Program.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by scientists of this job. Scientists may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Performs all essential duties and responsibilities and unit-specific requirements of a Forensic Scientist II.
2. Consults with detectives and attorneys in making laboratory service requests by triaging requests and working closely with unit supervisor to ensure deadlines are met.
3. Participates in Continuous Improvement Program by collecting customer feedback, maintain professional relationships to identify and understand the needs of the customer.
4. May facilitate evidence discoveries with court personnel and members of the Fort Worth Police Department.
5. Trains new analyst assigned to the unit.
6. Teaches specific unit discipline to law enforcement training academy recruits.
7. Mentors college student volunteer program for future forensic scientists.
8. Trouble-shooting instrumentation and methods within assigned unit.
9. May be assigned specialized project to benefit the laboratory unit or Forensic Division.
10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

11. Performs other duties as assigned.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**

- Theoretical and analytical principles of natural, physical and forensic sciences including organic, inorganic, chemistry, biology and/or other applicable fields and sub-disciplines.
- Complex mathematic principles and statistics.
- Laboratory testing procedures and methods.
- Proper procedures, standard laboratory rules, and safety precautions regarding chemicals, toxins and biological substances.
- Evidence collection, preservation, and documentation procedures.
- Principles and procedures used to offer expert testimony in court.
- Federal, State and local laws, codes and regulations pertaining to forensic science.
- Policies, procedures, rules and regulations governing a forensic laboratory.
- Operational methods and techniques of forensic laboratory equipment.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Accreditation guidelines and the laboratory's quality management system.

- **Skill in:**

- Troubleshooting technical problems.
- Technical writing and editing.
- Microsoft Office.
- Computers and related software.
- Public speaking.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Perform a variety of scientific laboratory analyses on physical evidence to provide scientific consultation.
- Determine proper testing techniques for each item of evidence.
- Utilize biology, chemistry, physics and molecular biology theories.
- Perform chemical and physical analysis and macroscopic/microscopic examinations.
- Work extensively with chemical and biological hazards in a safe manner.
- Prepare detailed reports on laboratory test results and examinations.
- Testify in court as an expert witness.
- Follow and assist in the establishment of standard operating procedures.
- Analyze evidentiary data and form a defensible opinion or conclusion of observations.
- Establish and maintain effective working relationships.
- Work effectively as part of a team.
- Handle multiple tasks simultaneously.
- Follow health and safety guidelines.
- Make scientific observations, evaluate observations and reach reasoned scientific conclusion or opinions about those observations.

- Defend point of view, conclusions or opinions in a logical, professional, manner.
- Objectively review and solicit process improvements.

## **MINIMUM JOB REQUIREMENTS**

### **When assigned to Chemistry or Firearm Unit:**

Bachelor's or advanced degree in chemical, physical, biological science, chemical engineering, or forensic science from an accredited university.

A minimum of five (5) years' work experience as a forensic scientist or the equivalent work experience in an accredited laboratory with a documented completion of training program.

### **When assigned to Biology Unit:**

Bachelor's or advanced degree in a biology-, chemistry-, or forensic science-related area with successfully completed coursework (undergraduate or graduate level) in biochemistry, genetics, molecular biology, and statistics and/or population genetics. The scientist shall have a minimum of 9 semester hours (or the equivalent) that cover the subject areas of biochemistry, genetics, and molecular biology.

Must also meet additional specific coursework requirements as required by the Texas Forensic Science Commission, as well as the FBI Quality Assurance Standards. Five (5) years of more complex independent discipline-specific casework experience as a qualified forensic biologist or forensic scientist in biology unit.

## **OTHER REQUIREMENTS**

Ability to obtain a valid Texas Driver's license within six (6) months from hire date.

Provide a buccal DNA sample after hire date.

Must obtain a Texas Forensic Analyst License within six (6) months from hire date. Ability to comply with all Texas Forensic Science Commission requirements.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions. Works with hazardous materials and chemicals. May be exposed to hazardous and/or dangerous work environments.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Light Work - Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds

of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.