

City of Fort Worth, Texas Job Description

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| Classification Title | Forensic Scientist I | | |
| Job Code: | PR3050 | Job Family: | Professional |
| Pay Grade | 608 | Date Reviewed: | 09/09/19 |
| FLSA Status | Exempt | Date Revised: | 04/27/26 |

GENERAL SUMMARY

Performs entry-level training on laboratory tests, analyses, classifications, comparisons and identifications/associations of all types of physical evidence related to crime related investigations utilizing standardized and industry acceptable techniques. This position is under close supervision of more experienced personnel and subject matter experts.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

1. Performs advanced sophisticated collection, analysis, and evaluation of evidence utilizing standardized and industry acceptable techniques under the guidelines and requirements of international accreditation and FBI Quality Assurance Standards.
2. Maintains chain of custody for evidence received, collected and preserved. Accurately documents description and conditions of items.
3. Prepares written reports of findings and uploads supporting documentation into the laboratory information management system (LIMS).
4. Testifies in courts of law.
5. Collaborates with officers and attorneys with test results.
6. Completes an extensive software training program to learn the laboratory information management system (LIMS); quality compliance software (Ideagen-Qualtrax) and other discipline specific software including NIBIN, AFIS, or CODIS, and property management software, RMS.
7. Completes an entry-level instrumentation training program, including theory, basic routine maintenance procedures, operational instructions for complex analytical instrumentation, and processing of data.
8. Completes a technical oral competency assessment in discipline specific field. Learns court testimony etiquette by observation of senior analysts and a mock court trial.

9. Participates in quality assurance program with proficiency tests annually.
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. Perform 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.
- Mathematic principles and statistics.
- Laboratory testing procedures and methods.
- Standard laboratory procedures 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 in the use of forensic laboratory instrumentation.
- Principles and procedures of record keeping.
- Principles of formal writing and basic report preparation.
- Accreditation guidelines and the laboratory's quality management system.

- **Skill in:**

- Analysis and problem solving.
- Interpersonal relations.
- Computers and applicable 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 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.
- Follow health and safety guidelines.

MINIMUM JOB REQUIREMENTS

When assigned to the Chemistry and Firearms Unit:

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

Must also meet additional specific coursework requirements as required by the Texas Forensic Science Commission. No experience required.

When assigned to the Biology Unit:

Bachelor's or advanced degree in a biology-, chemistry-, or forensic science-related area and must also meet additional specific coursework requirements as required by the Texas Forensic Science Commission, as well as the FBI Quality Assurance Standards if assigned to the Biology Unit. No experience required.

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 of 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, walking and 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.