

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Criminalist II

CLASS CODE: 2545

GENERAL DESCRIPTION OF DUTIES:

Incumbents perform laboratory test procedures on secured evidence for the purpose of identification; to prepare written reports of those findings; provide functional guidance to other employees, and perform related record keeping duties.

DISTINGUISHING CHARACTERISTICS:

This is a journey-level technical classification in the Police Services Series – Laboratory Group job family within the City of St. Louis. Incumbents perform a variety of moderately complex to complex duties. The distinguishing characteristics of this classification within the series include responsibility for performing highly complex clinical lab testing and analysis and provide functional guidance to less experienced Criminalists and lab personnel.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is an individual contributor class, meaning the incumbent may be responsible for his/her own work including output, quality and timeliness. Incumbents may, however, explain work processes and train others, such as new employees, in the same or similar job title. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Monitors and reports on co-worker work performance to determine overall conformity to established timetables and quality standards, and to document and communicate employee production levels and training needs.

Trains co-workers, as directed, in specific tasks, job practices and procedures of lab work to improve and maintain the performance levels of these employees.

Investigates, validates and implements new technologies.

Processes evidence for DNA, body fluid stains, physical damage, hairs, debris, blood or other residual patterns.

Performs unknown substance or stain identification and sperm searches.

Prepares written report of findings.

Explains testing methodology and interprets test results to attorneys, detectives and other interested parties.

Attends pre-trial conferences and testifies in court concerning reported results.

Performs technical reviews of co-workers reports.

May assist in the training of new Criminalists.

Researches and validates new testing methodologies.

Labels, seals, and stores all evidence to insure proper care, custody, control and disposal.

Performs Quality Assurance/Quality Control (QA/QC) duties on all equipment and associated supplies.

Keeps abreast of developments in field of expertise.

Successfully completes all proficiency test requirements.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Human Interaction:

Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers, attorneys, detectives and other interested personnel on how to apply policies, procedures and standards to specific situations

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as Digital camera, alternate light source, basic computer programs, LIMS tracking system, and basic laboratory equipment. Additionally, for DNA typing duties: extraction robots, quantitation equipment, capillary electrophoresis equipment, and thermocyclers.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as lab reports/records, test forms, requisitions, supply inventory, procedure manuals, safety manuals, equipment operating manuals, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; perform mathematical operations involving basic algebra.

Functional Reasoning:

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as odors, toxic/poisonous agents, disease or pathogenic substances.

Physical Requirements:

Requires the ability to lift specimen samples and lab equipment and tools weighing up to twenty (20) pounds.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and odors to distinguish bacteria colonies and specimen characteristics. Ability to sustain prolonged visual concentration.

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