



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Drug Chemist II	<b>Job Code:</b>	3014300	<b>Job Grade:</b>	GM
<b>Reports To:</b>	Controlled Substances Laboratory Supervisor	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	E
<b>Department:</b>	Institute of Forensic Sciences	<b>Loc. Code:</b>	3822224	<b>SIC Code:</b>	9431
				<b>WC Code:</b>	8810
<b>Division:</b>	Criminal Investigation Laboratory	<b>CS Code:*</b>	A, B, C, D	<b>EEO Code:</b>	C04

**Summary of Functions:** Performs complex analytical procedures to determine the presence and quantity of suspected controlled substances and other forensic specimens. Maintains, troubleshoots and repairs specialized instrumentation. Interprets and evaluates analytical results for reporting purposes. Reviews and evaluates case contents; and prepares written reports and testifies in legal proceedings.

**Management Scope:** N/A

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Analyzes forensic specimens submitted by law enforcement personnel, forensic pathologists and other submitters to determine the presence and quantity of suspected controlled substances; selects specimen for testing; performs calculations; evaluates, interprets and reports findings; testifies as required.	50	E
2. Maintains, calibrates, troubleshoots and repairs specialized laboratory instrumentation; maintains familiarity with instrumentation theory and operation; assesses instrument performance and specimen results to facilitate maintenance and repair activities. Prepares reagents and standards; maintains adequate level of supplies and parts.	15	E
3. Participates in Quality Management Program; performs analyses in accordance with standard operating procedures; works in a manner consistent with current applicable accreditation and Laboratory standards. Follows good laboratory practice; participates in the Institute Environmental, Health, and Safety and Security Programs. Assists in the validation of new analytical procedures; remains current in technical knowledge; participates in new employee training.	10	E
4. Maintains care, custody and control of evidence to meet Laboratory, legal, and current accreditation standards.	05	E
5. Manages time and resources and interacts with coworkers, managers, and others to further the mission of the Institute and Dallas County.	05	E
6. Performs other duties as assigned.	05	E

**Minimum Qualifications:**

Education, Experience and Training:

Bachelor's Degree in Chemistry or in a related field of study. Two (2) year's work related experience.

Special Requirements/Knowledge, Skills & Abilities:

Ability to operate, maintain, troubleshoot, and/or repair specialized laboratory instrumentation; degree level knowledge of applicable scientific disciplines; skilled in the use of standard laboratory techniques; working knowledge of chemical and biological safe handling procedures; ability to effectively communicate both verbally and in writing; ability to establish and maintain effective working relationships with employees, departments and the general public. Must have a valid Class C Texas Driver's License and good driving record. Will be required to provide a copy of 10-year driving history. Must maintain a good driving record and remain in compliance with Article II, Subdivision II of Chapter 90 of the Dallas County Code. Must have reliable transportation. Must pass an extensive background investigation.

Physical/Environmental Requirements:

The employee is routinely required to work in areas with potential exposure to biological and/or chemical hazards. The employee is required to follow good laboratory practices and safety precautions including the use of personal protective equipment. Requires prolonged sitting, standing, walking, and the ability to lift files, boxes, and other materials up to 50 lbs., unassisted.

Hay Points/Point Factor:

KH: E13 200 pts, PS: E3 (38%) 76 pts, AC: D1P 100 pts, TTL: 376 pts., KH/PS/AC: 53-20-27, Profile: 2

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 10/2014

Approved by Civil Service Commission on

Date 1/22/07; 10/20/2014

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.

\* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*