



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Forensic Biologist II	Job Code:	3019200	Job Grade:	HM
Reports To:	Forensic Biology Supervisor	Pos. No:	Various	FLSA Code:	E
Department:	Institute of Forensic Sciences	Loc. Code:	3822224, 3820598	SIC Code:	9431
		WC Code:		WC Code:	8810
Division:	Criminal Investigation Laboratory	CS Code:*	A, B, C, or D	EEO Code:	C04

Summary of Functions: Performs independent forensic testing of biological samples for the purpose of human identity determination within the Forensic Biology Unit of the Criminal Investigation Laboratory.

Management Scope: None

Duties and Responsibilities:	% of Time**	Essential Non-essential
1. Performs independent case analysis, including DNA typing of biological materials using standard protocols. Works closely with unit supervisor and other laboratory staff in the processing and analysis of evidentiary materials from investigations of assaults, homicides, and other crimes.	25	E
2. Reviews and interprets results of detailed analytical procedures and prepares official reports of analysis results and offers expert opinion of test results. Consults with and advises police investigators and lawyers regarding analysis.	20	E
3. Provides expert witness court testimony regarding testing methods, testing results, validity of testing procedures, and the evidentiary value of the results in criminal and civil proceedings.	20	E
4. Participates in the development, validation, and implementation of new analytical techniques and methods and makes recommendations to the unit supervisor regarding improvements in procedures.	10	E
5. Performs quality control procedures and maintains accurate records related to quality control management. Assists with training technical staff.	10	E
6. Participates in the proper storage and tracking of evidence.	10	E
7. Performs other duties as assigned.	05	N

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

Minimum Qualifications:

Education, Experience and Training:

Education and experience equivalent to a Bachelor’s degree in Biology, Genetics, Chemistry, Forensic Sciences, or in a job related field of study with subjects providing a basic understanding of forensic DNA analysis. Two (2) years of job related experience.

Special Requirements/Knowledge, Skills & Abilities:

Knowledge of the principles of animal and/or human genetics and the common techniques of DNA analysis as they relate to forensic DNA analysis and evidence handling procedures. Ability to operate and maintain laboratory equipment. Working knowledge of personal computers and standard applications. Ability to communicate in a concise and effective manner, work cooperatively with effective time management skills, and perform assigned tasks with minimal supervision. Must pass pre-employment background check. Must have a valid Texas Drivers 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.

Physical/Environmental Requirements:

Work is performed in a laboratory environment with potential exposure to biological and chemical hazard. Must possess manual dexterity and visual acuity sufficient to accurately execute standard protocols. Moderate lifting up to 25 lbs., unassisted.

Hay Points/Point Factor:

KH: EI3 264 pts, PS: D3 (33%) 87 pts, AC: D1P 100 pts, TTL: 451 pts, KH/PS/AC: 59-19-22, Profile: +1

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 07/2003; 10/2014

Approved by Civil Service Commission on

Date 8/18/2003;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. The percentage of time devoted to 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.