



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Forensic Biologist III	<b>Job Code:</b>	3019300	<b>Job Grade:</b>	IM
<b>Reports To:</b>	Forensic Biology 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>			
<b>Division:</b>	Criminal Investigation Laboratory	<b>CS Code*:</b>	A, B, C, or D	<b>EEO Code:</b>	C04

**Summary of Functions:** Provides basic oversight of routine Laboratory operations; reviews and approves final reports; testifies to work of others as supervising/senior scientist; provides advanced instrumental and procedural assistance to the Laboratory; interfaces with submitters and the judicial system to resolve routine sample submission, analysis, and interpretation issues; leads new employee training; performs the duties of a laboratory analyst.

**Management Scope:** Supervises professional, paraprofessional, technical and administrative personnel.

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Provides direction to others regarding casework analysis issues; assesses instrumental performance, specimen results, quality control and standards to ensure accuracy and adequacy of results; evaluates case file materials to ensure appropriateness of testing, compliance with established methods and accuracy; reviews and releases final case reports; maintain records and compile technical information regarding performance of analytical methods; assists prioritization of activities; assists in implementation and oversight of special Institute programs; leads employee training sessions; interfaces with internal departments and external agencies regarding case related issues.	35	E
2. Maintains proficiency in various complex, quantitative analytical procedures; preserves the quality and maintain the integrity of evidence to ensure the validity of analytical results; maintain care, custody, and control of evidence; performs routine analysis, generates reports and testifies to results; participates in quality control/quality assurance activities; work with coworkers and supervisor to schedule analytical work in light of Laboratory priorities; prepares and verifies Laboratory reagents and controls; maintain supplies.	25	E
3. Maintains current proficiency in instrumental theory, operation, calibration, maintenance, and repairs for multiple types of instrumentation; assesses instrument operation and output and determines suitability of analytical results; monitors instrument output to recognize the need for preventive maintenance or repairs; performs routine and advanced troubleshooting, maintenance, and repairs; coordinates repairs with outside vendor, as necessary; and provides guidance and training to staff in identifying and resolving instrument problems.	15	E

**Duties and Responsibilities:**

**% of Time      Essential Non-essential**

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|---|----|---|
| 4. Reviews and maintains quality control data; monitors quality control and quality assurance activities; evaluates quality issues in the absence of the Supervisor, determines course of action and seeks assistance from the Section Chief, as needed; verifies that standard methods are routinely used within the laboratory; and participates in laboratory quality control activities | 10 | E |
| 5. Conducts routine instrument and method validation; assists in the validation of more complex methods and new instrumental techniques.  | 10 | E |
| 6. Performs other duties as assigned.   | 05 | E |

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\* *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:

Requires a Master's Degree in Biology, Chemistry, Forensic Science or similar degree with coursework in genetics, molecular biology and biochemistry or other subjects providing a basic understanding of forensic DNA analysis. Two (2) years of related work experience required.

Special Requirements/Knowledge, Skills & Abilities:

Knowledge of the principles of animal and/or human genetics, and the common techniques of DNA analysis, especially as they relate to forensic DNA analysis; ability to operate, maintain, troubleshoot, and repair specialized laboratory instrumentation; degree level knowledge of mathematics and chemistry; skilled in the use of standard laboratory techniques; knowledge of chemical and biological safe handling procedures; ability to effectively communicate, both verbally and in writing; ~~and~~ ability to establish and maintain effective working relationships with employees, departments and the general public. This position requires successful completion of an extensive background investigation. 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. Must reliable transportation.

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 50 lbs., unassisted.

Hay Points/Point Factor:

KH: EI3264 pts., PS: D4 (38%) 100 pts, AC: D1P 115 pts, Total: 479 pts, KH/PS/AC: 55-21-24 Profile: +1,

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.