



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Toxicology Chemist II	Job Code:	3014200	Job Grade:	GM
Reports To:	Chief, Drug and Environment Toxicology	Pos. No:	Various	FLSA Code:	E
Department:	Institute of Forensic Sciences	Loc. Code:	3822224	SIC Code:	9431
				WC Code:	8810
Division:	Criminal Investigation Laboratory	CS Code:*	A, B, C, or D	EEO Code:	C04

Summary of Functions: Applies scientific principles and uses specialized instrumentation to determine the presence and quantity of more than 400 drugs, metabolites poisons, and other toxic substances in biological fluids and other forensic specimen. Ensures the integrity of evidence and compiles final reports for use by medical examiners to determine cause and manner of death and by law enforcement agencies in criminal proceedings.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Performs and evaluate approximately 25 complex, quantitative analytical procedures to determine the identity and concentration of drugs, metabolites, poisons, and other toxins which may be present, utilizing computerized instrumentation and proper analytical techniques. Reviews instrument function and analytical results for accuracy and appropriateness; performs additional analytical tests as indicated by initial testing; maintains detailed records of all work sufficient to verify that work product meets scientific and legal requirements.	55	E
2. Develops and maintains active quality control/quality assurance programs to document validity and quality of analytical results; assists in development and validation of new analytical procedures; remains current in technical knowledge; train new chemists; and preserves the quality and maintain the integrity of evidence to ensure the validity of analytical results; and selects appropriate specimen for analysis; and	15	E
3. Prepares laboratory reagents and standards; maintains an adequate level of supplies and equipment; and maintains, calibrate, troubleshoot and repair specialized laboratory instrumentation.	10	E
4. Evaluates analytical assays and specific assay results for the purpose of initial reporting.	05	E
5. Manages and prioritizes a large volume of analyses performed in common bench space with common instrumentation.	05	E

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| 6. Provides on-call emergency holiday and weekend analytical services as needed by the Medical Examiner's Office. | 05 | 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 from an accredited college or university in Chemistry, or in a job related field of study. Two (2) years of analytical laboratory experience.

Special Requirements/Knowledge, Skills & Abilities:

Ability to operate, maintain, troubleshoot, and/or 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; must possess good oral and written communication skills for lay, legal, and technical audiences; ability to work well with others; working knowledge of computers. Must pass 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.

Physical/Environmental Requirements:

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. Manual dexterity and visual acuity sufficient to accurately execute standard protocols; some moderate lifting is required.

Hay Points/Point Factor:

KH: EI2 230 pts, PS: D3(33%) 76 pts, AC: D1P 87 pts, TTL: 393 pts, KH/PS/AC: 59-19-22, Profile: +1

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 06/05; 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.

