

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: FORNTCHEA17R

Civil Service Class and Level: FORENSIC TECHNICIAN-E

Working Title (What the agency calls the position): Forensic Technician

Name and Position Code Description of Direct Supervisor: BERENTER, AARON M; STATE POLICE LAB MANAGER-3

Department/Agency: STATE POLICE

Bureau (Institution, Board, or Commission): Information and Technology Bureau

Division: Biometrics and Identification Division

Section: CODIS Section

Unit: CODIS Unit 2

Work Location (City and Address)/Hours of Work: 7320 N. Canal Road, Lansing, MI 48913 / 8 a.m. - 4:30 p.m., Monday through Friday

General Summary of Function/Purpose of Position: Participates in a variety of analytical and laboratory support activities for the Combined Deoxyribonucleic Acid (DNA) Index System (CODIS) Section, including receipt and data entry of arrestee and convicted offender samples, preparation of reagents, laboratory supply management, basic equipment maintenance and calibration, and computerized data entry. This position is required to perform all duties in a bias-free manner.

Assigned duties and tasks for each duty.

Duty 1: Convicted offender and arrestee CODIS DNA database collection kit receipt/sample management.

- Reception and accession of CODIS DNA database collection kits.
- Record all pertinent information for the subject into a computer database and update the Law Enforcement Information Network to reflect sample receipt.
- Evaluate sample submissions for quality issues.
- Label samples, database cards, and envelopes with the correct sample number.
- Manage and resolve submissions containing insufficient or incorrect information, including but not limited to sending submissions for fingerprint examination, contacting the submitting agency, and researching information in the Offender Tracking and Information System, Criminal History Record, and the court system.
- Resolve matches between duplicate samples.
- Package and file samples and database cards.
- Make formal corrections to the computer database, as needed.
- Locate and retrieve samples for processing or re-processing.
- Update and maintain electronic copies of the DNA submission cards.
- Locate and assist with sample destructions.

Duty 2: Evaluate and prepare samples for destruction.

- Input destruction requests into spreadsheets.
- Locate submissions related to requests.
- Record Be on the Lookout (BOLO) for submissions not yet received.
- Research requests to determine whether submissions should be retained or destroyed.
- Prepare paperwork for physical destruction of sample.

Duty 3: Operate semi-automated and automated instrumentation for DNA extraction, amplification, and genetic analysis of convicted offender and arrestee DNA database samples and perform necessary related tasks.

- Operate semi-automated instrument to punch samples into 96-well plate.
- Operate robotic platform, incubator, and vacuum oven to facilitate the purification process.
- Prepare and dispense master mix for amplification.
- Select the appropriate thermal cycling parameters to amplify the DNA samples.
- Maintain equipment, instruments, and related components used in processing.
- Troubleshoot minor instrument problems.
- Prepare reagents used in processing.
- Maintain records for equipment, instruments, and reagents used during processing.
- Ensure adequate supplies are in stock for processing.
- Perform steam and ultraviolet sterilization of certain laboratory items, as needed.

Duty 4: Provide assistance to the laboratory through maintenance of instrumentation, equipment, and supply logistics.

- Maintain and troubleshoot certain scientific and analytical equipment and instruments.
- Prepare chemical reagents as necessary.
- Assist with reception and inventory of supplies.
- Clean laboratory glassware and supplies.
- General laboratory cleaning, including emptying biohazard trash bins.
- Perform and maintain records of quality control and quality assurance measures on laboratory reagents.
- Record daily temperatures of the refrigerators and freezers.

Duty 5: Perform other duties as assigned.

- Assist with special projects, validation, quality control initiatives, and sample destructions.
- Explain area of expertise to new trainees.

Types of decisions made independently and whom or what those decisions affect: • Organization of daily routine to process convicted offender samples and arrestee samples.
• Determination of which work list a sample should be added to for proper processing.
• Preparation of reagents.
• A decision may be made independently when it will not affect the identification or integrity of the genetic profiles for DNA database samples.

Types of decisions that require the supervisor's review: • Instrumentation problems.
• Sample handling errors.
• If any abnormalities occur that could cause the integrity of the data to be jeopardized.

Physical effort used to perform this job and environmental conditions of this position: Lifting up to 30 pounds and carrying that load for a distance of up to 100 feet over uneven terrain, walking, standing, kneeling, bending, squatting, climbing stairs, driving a motor vehicle, and typing. Daily exposure to biohazardous materials and hazardous chemicals in a laboratory environment. Transfer microliter quantities of reagents with precision and accuracy between locations.

Names and classes and levels of employees whom this position immediately supervises:

The essential functions of this position: The receipt and laboratory processing of DNA database samples. Laboratory support to the CODIS Section Scientists.

The function of the position's work area and how it fits into that function: This CODIS Unit functions to generate a DNA profile for each convicted offender and arrestee DNA sample and enters the profiles into the CODIS database. This position is responsible for the reception, data entry, and storage of all DNA samples received from collection agencies. This position maintains and operates the laboratory instrumentation for DNA processing and acts as support for the CODIS Section scientists.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

EDUCATION:

Possession of an associate's degree in forensic science, chemistry, biochemistry, biology, microbiology, or a related pure or applied science.

EXPERIENCE:

Forensic Technician 8

No specific type or amount is required.

Forensic Technician 9

One year of experience equivalent to a Forensic Technician 8.

Forensic Technician E10

Two years of experience equivalent to a Forensic Technician, including one year equivalent to a Forensic Technician 9.

Alternate Education and Experience

Forensic Technician E10

Possession of a bachelor's degree or higher with 16 semester (24 term) credits in job specific or related course work may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of laboratory terminology, equipment, and methods of preparing reagents. Ability to follow written procedures, maintain organized records and samples, and communicate effectively in a professional manner.

CERTIFICATES, LICENSES, REGISTRATIONS:

None