

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy. The official position description for this position is available from the HR office for the agency.

Position Code: FORNTCHEA22R

Civil Service Class and Level: FORENSIC TECHNICIAN-E

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

Name and Position Code Description of Direct Supervisor: VOGEL, ASHLEIGH J; STATE POLICE LAB DIRECTOR

Department/Agency: STATE POLICE

Work Area: Forensic Science Division

Work Location/Hours of Work: 2290 4 Mile Road NW, Grand Rapids, MI 49544 / 8 a.m. to 5 p.m. Monday - Friday

General Summary of Function/Purpose of Position: This position performs forensic technician duties and is responsible for providing casework support, maintenance of equipment and supplies, evidence handling, and management of stored evidence. This position responds to and assists with crime scenes. This position functions in a bias free manner.

Assigned duties and tasks for each duty.

Duty 1**Percentage: 40**

Provides analytical assistance in casework under the supervision of the analysts/examiners

- Prepares samples for preliminary testing.
- Performs analytical examinations on specimens using laboratory instrumentation and techniques.
- Evaluates results and updates case worksheets.
- Operates, adjusts, and standardizes such scientific instruments and equipment as analytical balances, pH meters, FPIA (TDx), solid phase extraction equipment, CO-oximeter, microprocessors, and chromatographic apparatuses.
- Assists Forensic Scientists/Examiners in other procedures as needed.

Duty 2**Percentage: 20**

Provides assistance to the laboratory through maintenance and logistics.

- Clean, test, and calibrate certain scientific and analytical equipment.
- Prepares chemical reagents and standards as necessary, assuming responsibility for accuracy.
- Keeps inventories of supplies and stocks on hand and orders expendables when necessary. Orders scientific supplies and chemicals under direction of the laboratory supervisor or program coordinator.
- Responsible for the shipment of blood alcohol collection kits, maintaining a record of those sent and preparing a monthly report for the laboratory supervisor.
- Cleans glassware.
- Performs computerized data entry into laboratory information systems.

Duty 3**Percentage: 15**

Provides logistical assistance for evidence reception and tracking which requires extensive interaction and communication with law enforcement personnel, laboratory administration, management and analytical staff

- Receives and returns evidence in the lab reception area, as necessary.
- Logs in all pertinent information in the computer network system.
- Prints worksheets and checks for accuracy of computer input and prepares laboratory case files.
- Affixes evidence labels to the evidence packing to insure proper tracking of the evidence chain of custody in the laboratory.
- Transports evidence between forensic laboratory worksites.
- Receives and responds to calls from law enforcement agencies regarding evidence tracking and status.

Duty 4**Percentage: 15**

Management of evidence storage and organization.

- Develops and maintains the inventory system for evidence storage and distribution in conjunction with the laboratory director and management staff.
- Participates in evidence audits.
- Responds to FOIA request as appropriate.

Duty 5**Percentage: 5**

Provides court testimony

- Develops and maintains the inventory system for evidence storage and distribution in conjunction with the laboratory director and management staff.
- Participates in evidence audits.
- to FOIA request as appropriate.

Duty 6**Percentage: 5**

Performs other duties as assigned.

- Provide assistance to Laboratory Directors, Program Coordinators, and Unit Supervisors with specific projects or duties, as directed.
- Assist administrative staff with any ancillary duties related to the intake and storage of forensic evidence.
- Provide support to the forensic disciplines in the handling and preparation of samples submitted for forensic examinations, preparations.
- Responds to and assists at crime scenes.

Types of decisions made independently and whom or what those decisions affect: Preparation of reagents, use of formulas, and evaluate samples at time of submission as to contamination, acceptability, etc.

Types of decisions that require the supervisor's review: Monthly report review, record keeping, and FOI requests. Maintenance of court book.

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. Daily exposure to biohazardous materials and hazardous chemicals in a laboratory environment. Work long hours without proper rest at prolonged crime scene responses. Responses may include extreme heat or cold, may be damp or wet, and may contain repulsive odors.

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

Essential functions of this position:

This position performs forensic technician duties and is responsible for providing casework support, maintenance of equipment and supplies, evidence handling, and management of stored evidence. Responds to and assists with crime scenes

Function of the work area: This position is in one of seven State Police Forensic Laboratories. These Laboratories conduct analysis and provide court room testimony in a variety of forensic disciplines. This position helps provide support to the actual lab as well as for individual case work.

Education, experience, and credentials typically needed to perform the position's essential functions [Equivalent combinations of education and experience can also be evaluated on an individual basis for applications providing sufficiently detailed descriptions of the other experience.]:

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 lab terminology and equipment. Methods of preparing solutions and media. Ability to keep records, communicate effectively, and computer skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid Michigan driver's license.