



CLASS SPECIFICATION

Class Code: 60002252
Date Established: 10/2001
Last Reviewed: 08/2024
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Last Title Change:
FLSA: non-exempt
Probation: 12 months

CRIMINALIST II

DEFINITION

Under direction, performs a broad range of difficult and complex professional laboratory analysis of physical evidence in a general or specialized field of Criminalistics; interprets results of chemical and biological tests; performs journey level crime/death scene investigation and quality assurance tasks for the Washoe County Sheriff's Office Forensic Science Division; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in a natural science, physical science, forensic science or closely related field which included natural or physical science coursework AND three years of full-time experience in applying scientific techniques in a laboratory setting and/or major crime scene investigation; OR one year of experience equivalent to a Criminalist I with Washoe County. A master's or higher-level degree in one of the relevant fields may substitute for half of the required experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment and must be maintained for continuous employment.

May require licenses and/or certification as required by specific assignment (see SPECIAL REQUIREMENTS).

DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the Criminalist job class series. It is distinguished from the Criminalist I position by the fact that incumbents in the Criminalist II class, are performing full journey level assignments under minimal supervision, and are providing lead direction.

SUPERVISION EXERCISED

May provide lead direction.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Maintain and operate equipment required for casework. Perform routine maintenance and quality assurance checks of laboratory equipment and instrumentation.

Evaluate information received from investigating agencies to determine the appropriate test or calibration methods needed for the examination of evidence.

Perform detailed investigations in conjunction with law enforcement agencies regarding a wide variety of crimes, to include crime/death scene investigations. Work includes examinations for the presence of evidence such as: biological fluids (i.e., blood, etc.), hairs/fibers, control substance, latent prints, gunshot residue (GSR), shoe and tire impressions, firearms/weapons, clothing, etc., and maintain accurate documentation of observations and actions taken.

Perform complex forensic analysis, such as latent print, toxicology, firearm, controlled substances, DNA, etc., on

submitted evidence following laboratory policies and procedures.

Provide technical information and recommendations for improvements to laboratory training and procedure manuals. Assist with the development of new training and procedure manuals.

Coordinate work activities with other sections and provide consultation regarding analytical results for customer agencies and members of the judicial system.

Develop training courses and provide training for local and regional law enforcement agencies and members of the judicial system.

Identify new methods and instrumentation that could improve laboratory functions. Lead new method validation projects and report findings to the laboratory management team and quality assurance manager.

Train and provide technical instructions and guidance to lower level and new staff. Prepare training assignments, coordinate training activities, and assist with the evaluation of the trainee's performance.

Participate in the Divisions Quality Assurance program to ensure the laboratory work meets accreditation standards set by professional forensic science laboratory associations and accrediting bodies. Assist with internal audits and external assessments.

Ensure adherence to accreditation and national standards within the laboratory.

May act as a technical lead within the assigned section(s) of the laboratory.

Provide information to supervisors to assist with budget and grant development and equipment and supplies purchasing, including the monitoring of laboratory supplies usage.

May perform any and all of the Examples of Duties found within the Criminalist I class specification.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Washoe County policies and procedures.

Department/division policies and procedures related to area of assignment.

Principles and requirements related to instrument and method validation.

Training requirements and training methods for new staff.

Section specific test and calibration methods, instrumentation and software.

Ability to:

Mentor, provide lead direction, work coordination, and training for new or untrained staff.

Design and execute validations.

Perform comprehensive testing and analysis of physical evidence or calibration of evidential instrumentation.

Provide lead technical support in forensic areas of expertise.

Assist the quality assurance manager with information to support accreditation and national standards.

Develop, validate, and implement new testing and calibration methods and training and procedure manuals.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

New and emerging scientific and laboratory techniques related to forensic science.

Basic principles of instrument and method validation.

Standard methods for documenting, preserving, collecting, and handling evidence, to include chain of custody.

Accreditation standards, quality assurance program, and quality control methods and principles used within forensic science.

Ability to:

Identify improvements to standard laboratory test or calibration methods and procedures.

Complete a wide range of casework assignments.

Operate the instrumentation and software programs within the Forensic Science Division.

Make recommendations for procedural and training changes and updates.

Assist with the training for new staff.

Document and preserve and/or analyze evidence for catastrophic death scenes.

Provide training to user agencies and members of the judicial system.

Plan, develop, and implement new test or calibration methods, procedures, and training activities.

Communicate effectively, both verbally and in writing.

Establish, maintain, and foster effective and positive working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in standard office and laboratory environments, as well as various indoor and outdoor off-site locations. Ability to stand on slippery, uneven or unsteady surfaces for an extended period of time. Ability to frequently stand, walk, stoop, crouch, squat and kneel.

Ability to use scientific and standard office equipment. Ability to work under conditions involving exposure to noise, electrical energy and chemicals.

Ability to lift and move objects or assist with deceased individuals weighing up to 50 lbs.

May be required to have visual acuity to distinguish basic colors and shades of colors.

Ability to tolerate/work under conditions involving exposure to inclement weather conditions, infectious diseases, insects/parasites (maggots, bed bugs, fleas, etc.), decomposed remains and other strong odors, noise, fumes, gases, smoke, dust, solvents and chemicals, and blood and airborne pathogens.

Ability to drive to counties throughout Northern and Central Nevada and Central California, including remote areas,

which may require overnight stay.

Must be willing to travel outside of Washoe County to perform crime/death scene investigations including rural and desert environments.

Must be willing to accept shift work, on-call assignments, and a non-standard workweek.

Selected candidates must complete and submit a Personal History Statement and pass an extensive background investigation, submit a set of fingerprints, pass a pre-employment medical examination, including a drug screen and complete a Computerized Voice Stress Analysis (CVSA) examination.

If assigned to the Biology/DNA or Breath Alcohol Section, the following additional minimum requirements must be met:

Biology/DNA Section:

A bachelor's degree from an accredited college or university in a natural, physical or forensic science with twelve (12) semester hours of coursework as required by the FBI Quality Assurance Standards (QAS) in:

- biochemistry
- genetics
- molecular biology
- statistics or population genetics

Breath Alcohol Section:

A bachelor's degree from an accredited college or university in a natural, physical or forensic science with twenty-four (24) semester hours in the study of chemistry, or eighteen (18) semester hours in the study of chemistry and one year of full-time laboratory experience analyzing alcohol in a forensic setting as required by NRS to be certified as a Forensic Analyst of Alcohol (FAA).

Staff is required to participate in the Forensic Science Division's Proficiency Testing program and successfully complete annual proficiency tests.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.