HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Forensic Biology Specialist

Job Code: W2741
Pay Grade: WM
Pay Scale: $26.46-$40.53 Hourly; $55,036.80-$84,302.40 Annually
Exempt: No

OVERVIEW

Manage biology reference samples by processing them in the laboratory, entering data into databases, and communicating results to the appropriate personnel. Providing support by operating and managing instruments in the laboratory.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Prepare and process known buccal swabs in the laboratory for analysis and database entry, ensuring evidence continuity.
- Perform routine maintenance on laboratory instrumentation and equipment.
- Process reference and evidentiary samples utilizing laboratory instrumentation
- Receive, verify, and maintain the chain of custody for evidence processed in the laboratory.
- Conduct local and state web-based searches in the criminal information systems to verify arrestee demographics and research histories; compile and enter data into databases for investigative communications.
- Resolve issues, ensure compliance, and provide procedural guidance through cross-functional collaboration.
- Maintain a tracking system for picking up sealed buccal swabs and processing in the laboratory.
- Testify in court regarding DNA collection methods and evidence handling.
- Conduct training for Sheriff's Office personnel on the proper procedures for obtaining evidence and reference swabs.
- Drive to off-site facilities to collect and transport biology reference samples.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of biology/DNA techniques and use of section equipment and processes.
- Knowledge of forensic DNA collection and preservation techniques.
- Knowledge of criminal information systems.
- Knowledge of universal precautions and proper protocols for handling bio-hazardous materials.
- Working knowledge of court procedures.
- Ability to document findings and prepare reports.
- Ability to communicate, both orally and in writing.
- Ability to collect, organize, and evaluate data and to develop logical conclusions.
- Ability to use a computer and related software.
- Ability to handle confidential information.
- Ability to maintain work-related records and prepare reports.
- Ability to safely operate a motor vehicle.

SKILLS

- Detail-Oriented
- Laboratory Information Management System (LIMS)
- Laboratory Processes
- Laboratory Techniques
- Laboratory Testing
- Data Entry
- Molecular Biology

WORKING CONDITIONS

- Work in a forensic laboratory within a law enforcement agency, with occasional exposure to detention and correctional environments, including contact with inmates.
- Work with items of evidentiary value, which may contain body fluids (e.g., blood, saliva, semen) that have been processed with chemicals that are known to be carcinogenic or toxic.
- Remain in a stationary position for extended periods of time at a keyboard or workstation and/or microscope.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- May travel to various work sites using a Sheriff's Office-issued vehicle (e.g., car, full-size van, full-size pickup truck) to perform essential duties.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate; and
- Five years of experience in forensic work or crime scene investigation with a law enforcement agency.

OR

- An associate's degree from an accredited institution of higher education with a major in Biology, Chemistry, or forensic science related area; and
- Two years of experience in forensic work or crime scene investigation with a law enforcement agency.

OR

- A bachelor's degree from an accredited institution of higher education with a major in Biology, Chemistry, Criminal Justice, Crime Scene Technology, Forensic Science, or related field.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within

lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- Experience in a forensic biology laboratory that utilizes local databasing procedures.
- Experience handling/tracking items of evidence with appropriate chain of custody.