

**Job Code:** W2741  
**Pay Grade:** WM  
**Pay Scale:** \$25.44-\$40.53 Hourly; \$52,915.20-\$84,302.40 Annually  
**Exempt:** No

## OVERVIEW

Manage biology samples by submitting samples to the lab, entering data into databases, and communicating results to the appropriate personnel.

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Prepare and compile sealed biology evidence swabs and known buccal swabs for submission and shipment to a DNA lab for analysis and database entry, ensuring evidence continuity.
- Receive, verify, and maintain chain of custody for evidence received from and returned to the DNA lab.
- 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.
- Ensure all analysis results for submitted swabs to the Local Offender DNA Index System (LODIS) are routed to the appropriate personnel.
- Maintain an alphabetical filing system for sealed buccal swabs for lab submission tracking.
- 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.
- Perform other related duties as required.

## KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of the functions, activities, requirements, regulations, and objectives of the specific program/functional area to which assigned.
- 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.
- Skill in data entry and database management for tracking evidence and communicating findings.
- Skill in attention to detail in preparing, compiling, and submitting DNA evidence and preparing reports and correspondence.
- Ability to communicate, both orally and in writing.
- Ability to extract information from numerous documents and sources and compile information into reports and statistics.
- Ability to use a computer and related software.
- Ability to conduct training sessions for Sheriff's Office personnel on evidence collection

- procedures.
- Ability to handle confidential information.
- Ability to organize and to multi-task.

## **WORKING CONDITIONS**

- Work within an office and laboratory environment within a law enforcement agency.
- May have occasional exposure to bio-hazardous substances, such as blood, saliva, and other bodily fluids.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- 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, Criminal Justice, Crime Scene Technology, Forensic Science, or related field.
- 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.

## **REQUIRED PRE-EMPLOYMENT TESTING**

- Completion of pre-employment testing.

## **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.