HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

# Forensic Laboratory Chemistry Analyst Trainee

**Job Code:** W2770
**Pay Grade:** WO
**Pay Scale:** $31.57-$59.01 Hourly; $65,665.60-$122,740.80 Annually
**Exempt:** No

## OVERVIEW

Learn to perform seized drugs examinations and identifications using chemistry protocols.

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Perform examinations and identifications of controlled substances present in submitted evidence.
- Write reports to document findings and conclusions of cases.
- Testify as an expert witness in court regarding seized drugs examination and identification procedures to facilitate the court's understanding of seized drugs evidence.
- Respond to requests for assistance to advise on seized drugs issues.
- Identify trends and new potential substances for future legislative action.
- Brief attorney, criminal justice personnel, and judicial staff on seized drugs findings.
- Maintain electronic/hardcopy seized drugs files.
- Perform other related duties as required which may include technical leader tasks such as Controlled Standards Officer, measurement uncertainty estimations, instrument and methods validations.

## KNOWLEDGE & ABILITIES

- Knowledge of advanced seized drugs examination techniques.
- Knowledge of the history of forensic chemistry.
- Knowledge of chemical analysis techniques in controlled substance examinations.
- Knowledge of forensic accreditation bodies and processes.
- Ability to examine evidence for the presence of controlled substances.
- Ability to prioritize work.
- Ability to follow established procedures.
- Ability to work effectively with others.
- Ability to communicate effectively both orally and in writing.
- Ability to collect, organize, and evaluate data and to develop logical conclusions.
- Ability to maintain technical expertise.
- 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

- Forensic Chemistry
- Laboratory Quality Control
- Court Testimony

- Method Validation
- General Laboratory
- Laboratory Testing
- Evidence Handling
- Laboratory Information Management System (LIMS)
- Analytical Chemistry
- Method Development

## WORKING CONDITIONS

- Work within a forensic laboratory environment within a law enforcement agency.
- 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.
- Work standard business hours.
- May be required to 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 bachelor's degree from an accredited institution of higher education with a degree in biology, chemistry, or a forensic science-related area.
- Minimum of twenty-five credit hours in chemistry or related coursework to include Organic Chemistry.

## REQUIRED POST EMPLOYMENT TESTING

- Must complete the HCSO Chemistry Analyst Training Program within the first twelve months of assignment.

## 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 or internship within an accredited forensic chemistry laboratory.
- Completion of coursework that includes analytical and/or instrumental analysis.