



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 3234

FORENSIC SCIENCE SUPERVISOR

GRADE N

SCOPE OF WORK:

Work involves supervising the daily work activities of staff engaged in scientific examination, analysis, and identification of physical evidence gathered by law enforcement in support of a criminal investigation and/or legal proceeding. The incumbent in this position reports to the director of the Crime Laboratory Division of the Office of Attorney General.

DUTIES PERFORMED:

- Supervise assigned staff; develop and implement work standards; implement performance management measures; provide for training of staff; assign work duties.
- Participate in the development and ensure consistent application of laboratory policies and procedures.
- Participate in establishing management goals and objectives.
- Manage the section's caseload through the assignment of cases, establishment of priorities, and reviewing of reports.
- Write and develop grants to apply for funds for the Crime Laboratory; provide input and recommendations to the division budget.
- Assist in equipment bid specification preparation and purchasing of laboratory equipment and consumables.
- Plan, develop, evaluate, select, implement, and maintain measures to ensure the laboratory meets requirements to maintain American Society of Crime Laboratory Directors' accreditation.
- Lead or participate as a management team member in special projects of the division such as the development of a Laboratory Information Management System, building construction/remodeling activities, etc.
- Conduct highly complex forensic science examinations, analysis, and identification of physical evidence and prepare written reports on analysis.
- Testify in court as an expert witness providing technical information regarding laboratory analysis findings.
- Provide for forensic scientists to be trained on analytical techniques and methods and safety issues; and for law enforcement to be trained on how to recognize, collect, and preserve physical evidence and the capabilities of the laboratory.
- Confer and consult with other laboratory supervisors to assure the completion of cases and the solution of division-wide problems.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelors degree with a major in forensic science, toxicology, chemistry, microbiology, or a related natural science field; and three years of comprehensive forensic science work experience that included lead work in conducting forensic examinations.

Eff. Date: 6/04

Rev: 07/12 – Conversion to Hay System