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**FORENSIC SCIENTIST**

**SCOPE OF WORK:**

Work involves performing tasks associated with the scientific examination, analysis, and identification of physical evidence gathered by law enforcement in support of a criminal investigation and/or legal proceedings.

**DUTIES PERFORMED AT ALL LEVELS:**

- Follow established procedures and protocols required by forensic discipline, specific technical working groups, and the laboratory accrediting body; maintain scientific analytical proficiency. Forensic disciplines include trace, drug chemistry, fire debris, firearms, blood alcohol and drug screening, breath, latent print processing and comparison, and DNA case work and database.
- Use a variety of laboratory equipment and instrumentation and accepted testing methods and techniques in forensic discipline.
- Receive, record, secure, store, and return or dispose of evidence submitted to the Crime Laboratory so that the chain of custody is properly maintained for court presentation.
- Prepare and maintain written records and reports of examination and analysis findings; provide assistance in the investigation and processing of incidents alleged to involve criminal acts.
- Advise law enforcement and stakeholders regarding forensic discipline.
- Testify in court as an expert witness providing technical information regarding laboratory analysis findings of evidence submitted in trial.

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

**FORENSIC SCIENTIST I**  
GRADE J

3235

**LEVEL DEFINITION:**

Work at this entry-level typically involves applying standardized analytical, chemical, and instrumental methods and techniques in performing a variety of less complex forensic scientific examinations. The incumbent in a position assigned this level works independently under general supervision; however, obtains knowledge through work

CLASS CODES: 3235  
3236  
3237

ND Class Description  
Forensic Scientist

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experience under close supervision in areas of increasingly complex forensic science examinations.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in forensic science, chemistry, microbiology, toxicology, a closely related natural science; or a bachelor's degree in criminal justice plus a current nationally recognized certification in an applicable forensic discipline; and two years of work experience in a laboratory setting.

**FORENSIC SCIENTIST II**  
GRADE K

3236

LEVEL DEFINITION:

Work at this fully functioning level involves applying different types of analytical, chemical, and instrumental methods and techniques in performing a variety of complex forensic scientific examinations.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Train other forensic scientists on analytical techniques and methods; train criminal investigators and others in recognizing, gathering, and preserving evidence.
- Develop examination methods and make changes to established standard operating procedures.
- Research equipment and prepare specifications for bids or sole source purchasing.
- Conduct peer reviews of examinations.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in forensic science, chemistry, microbiology, toxicology, a closely related natural science; or a bachelor's degree in criminal justice plus a current nationally recognized certification in an applicable forensic discipline; and two years of work experience as a forensic scientist.

**FORENSIC SCIENTIST III**  
GRADE M

3237

**LEVEL DEFINITION:**

Work at this level primarily involves applying highly complex and advanced analytical, chemical, and instrumental methods and techniques in performing forensic scientific examinations of varying complexity, most of which are at the greatest level of complexity.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- Plan for and oversee the maintenance of quality assurance and quality control for all instrumentation pertaining to the applicable discipline.
- Suspend laboratory examinations/casework if instrumentation is not operating within specifications.
- Provide oversight and technical assistance for other levels of forensic scientists; verify results obtained and assist in interpreting difficult tests.
- Serve as lead worker in method development and case management.

**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree in forensic science, chemistry, microbiology, toxicology, a closely related natural science; or a bachelor's degree in criminal justice plus a current nationally recognized certification in an applicable forensic discipline; and six years of work experience as a forensic scientist.

Eff. Date: 07/88

Rev: 01/00 – Word processing conversion

Rev: 06/04 – Revised scope of work, duties, and minimum qualifications; added level definitions; conducted grade review

Rev: 07/12 – Conversion to Hay System

Rev: 11/14 – Revised minimum qualifications

Rev: 10/15 – Revised duties.