



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 3250

STATE TOXICOLOGIST
GRADE P

SCOPE OF WORK:

Work activities are associated with serving as the state toxicologist, as referenced in NDCC 54-12-24 and other citations in law pertaining to the testing and analysis of biological samples. The position is located within the State Crime Laboratory Division of the Office of Attorney General. The Laboratory provides scientific support to the State's criminal justice system, coroners, medical community, and medical examiners through the analysis of biological evidence in the investigation and prosecution of criminal offenses.

DUTIES PERFORMED:

- Certify instrumentation, methods, and procedures used in the toxicology section of the Laboratory.
- Develop, write, validate, and implement new methods and procedures; certify staff on new methods and techniques.
- Review analytical results of testing conducted by staff and certify analytical reports.
- Assist the Crime Laboratory Director in grant preparation.
- Assist in establishing and maintaining standard operating procedures and a Quality Assurance/Quality Control plan for the Toxicology Laboratory.
- Determine the qualifications or credentials for being medically qualified to draw blood for toxicological testing; issue a list of approved designations including medical doctor and registered nurse.
- Coordinate and/or provide training and certification of law enforcement personnel in the use of breath testing devices; update course material; evaluate and provide feedback to other instructors.
- Screen and confirm analysis of biological samples for toxicological significance.
- Serve as an advisory resource for the criminal justice system including states attorneys, prosecutors, defense counsel, coroners, and the courts; advise and assist staff.
- Prepare reports, presentations, and results of laboratory findings, methods, and techniques for court or other hearings; testify as an expert witness in local, state, federal and military courts, and administrative hearings.

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 Master's degree with a major in a natural science field, and four years of work experience as a senior or supervising toxicologist. Additional work experience as described may substitute for the Master's degree requirement on a year-for-year basis.

Eff. Date: 11/00

Rev: 11/01 - Revised scope, duties, factors, and grade

Rev: 6/04 – Revised scope, duties, minimum qualifications, factoring, and grade level

Rev: 7/12 – Conversion to Hay System