



Office of Human Resources  
Forensic Laboratory Technician - CE2442  
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### General Statement of Duties

Performs entry level work to prepare and/or analyze non-probative forensic-type samples in support of forensic research, training, and validation projects, and performs quality control or quality assurance checks on laboratory instruments and reagents to support forensic casework duties.

### Distinguishing Characteristics

This class performs intermediate level technical work to prepare and/or analyze non-probative forensic-type samples in support of forensic research, training, and validation projects, and performs quality control or quality assurance checks on laboratory instruments and reagents to support forensic casework duties. This class is distinguished from the Forensic Scientist I, who performs intermediate level professional forensic work while receiving on-the-job training in the methods, practices, procedures, and equipment of forensic science by applying physical sciences to the investigation of crimes and conducting scientific laboratory analyses on physical evidence.

### Essential Duties

Supports forensic research, training, and validation projects by preparing and/or analyzing non-probative samples, and maintains proper documentation of work product.

Operates necessary laboratory equipment to conduct quality control checks on instruments and equipment, identifies problems, and either performs the necessary adjustments or conducts or schedules maintenance.

Monitors equipment performance within established tolerance ranges and completes regular maintenance and performance checks on laboratory equipment.

Cleans and/or sterilizes glassware and other utensils within autoclave or cross-linker. Performs proper cleaning procedures within established guidelines.

Prepares reagents utilizing defined procedures for use by forensic scientists on casework.

Performs quality control/quality assurance checks on reagents utilizing defined procedures and maintains documentation.

Stocks all areas with adequate and proper supplies and orders necessary stock.

Ensures the laboratory is clean and sterile, which may include instruments, countertops, and other laboratory fixtures.

Maintains established department policies and procedures, quality improvement, safety, environmental, and infection standards.

Attends meetings as required.

Maintains laboratory records as required, including preparing and providing discoverable case files for court.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

### Knowledge & Skills

None

### Level of Supervision Exercised

None

### Education Requirement

Associate's Degree in Chemistry, Biochemistry, or a related field.

### Experience Requirement

None

### Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

### Licensure & Certification

It is a condition of employment that the Denver Police Forensics & Evidence Division form for consent for collection of a DNA sample be completed at the time of hire.

### Working Environment

Subject to many interruptions.

Pressure due to multiple calls and inquiries.

Wet: frequent contact with water or other liquid.

Potential exposure to hazardous/toxic chemicals.

Potential exposure to chemicals, gas and low-level radiation.

Potential exposure to conditions that affect the skin or respiratory system.

Potential exposure to hazards of steam and heat.

Potential exposure to housekeeping/cleaning agents/chemicals.

Potential exposure to odorous chemicals and specimens.  
Potential exposure to unpleasant elements (accidents, injuries, and illnesses).  
Potential exposure to hazardous anesthetic agents, bodily fluids, and wastes.  
Potential exposure to infection from disease-bearing specimens.  
Potential exposure to risk of blood borne diseases.

### Level of Physical Demand

3-Medium (20-50 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Accommodation: Ability to bring objects into focus.  
Balancing: Maintaining equilibrium.  
Carrying: Transporting or moving an object.  
Color vision: Ability to distinguish and identify different colors.  
Crouching: Positioning body downward and forward.  
Depth Perception: Ability to judge distances and space relationships.  
Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.  
Field of Vision: Ability to sharply detect or perceive objects peripherally.  
Fingering: Picking and pinching, through use of fingers or otherwise.  
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.  
Lifting: Moving objects weighing no more than 50 pounds from one level to another.  
Pulling: Exerting force upon an object so that it is moving to the person.  
Pushing: Exerting force upon an object so that it moves away from the person.  
Reaching: Extending the hands and arms or other device in any direction.  
Repetitive motions: Making frequent or continuous movements.  
Sitting: Remaining in a stationary position.  
Standing: Remaining in a stationary position.  
Stooping: Positioning oneself low to the ground.  
Walking: Ability to move or traverse from one location to another.

### Background Check Requirement

Criminal Check  
Education Check  
Employment Verification

### Assessment Requirement

None

### Probation Period

Six (6) months.

**Class Detail**

**Pay Grade:** NE-12

**FLSA Code:** N

**Established Date:** 7/14/2019

**Established By:** SO

**Revised Date:** 2/14/21

**Revised By:** AD

**Class History:**

Revised equivalency statement.