



CITY OF BOCA RATON  
invites applications for the position of:

# Biological Processing Laboratory Analyst

**SALARY:** \$28.88 - \$48.46 Hourly

**OPENING DATE:** 10/21/21

**CLOSING DATE:** Continuous

**JOB DESCRIPTION:**

**BIOLOGICAL PROCESSING LABORATORY ANALYST  
N34**

**GENERAL STATEMENT OF JOB:**

The Laboratory Analyst is responsible for pre-screening items collected at a crime scene to determine if there is DNA evidence that is recoverable and useable. Duties include identifying, examining, preserving, and documenting biological stains and trace evidence. The Analyst also conducts administrative duties and is responsible for formal reporting and testifying in Federal, State, and local court.

**ESSENTIAL FUNCTIONS:**

- Perform visual screening of evidence to identify biological stains and trace evidence;
- Perform presumptive and confirmatory testing to identify biological stains such as blood and semen;
- Swabs items for touch DNA;
- Writes laboratory reports identifying the sample, stating the methods and procedures used;
- Testifies in Federal, State, and local court.

**RELATED TASKS:**

- Preparation of reagents;
- Quality assurance and quality checks of reagents;
- Documentation of reagent preparation;
- Present technical testimony in court, as well as for depositions to prosecutors and defense attorneys;
- Maintenance of laboratory equipment and instruments;
- Cleaning of laboratory and equipment;
- Calibrating lab equipment and instruments;
- Data entry, filing, inventory, and maintaining records;
- Preserve crime scene evidence and maintain chain of custody;
- Review case reports of second analyst;
- Perform related tasks as required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of common methods, procedures, and good laboratory practices;
- Skilled in calibrating and operating of analytical instruments, and perform analyses and tests by applying established methods and procedures;
- General computer knowledge.

**MINIMUM AND PREFERRED QUALIFICATIONS:**

- BA/BS from an accredited college, in the field of Biology, Chemistry, Molecular Genetics or related area required;
- Experience in the areas of serological and DNA techniques, technical leadership, and to those who have interned or worked in a laboratory where good laboratory practices were implemented preferred.

**CERTIFICATIONS / PROFESSIONAL LICENSES:**

Must be able to successfully complete serological training, evidence handling training, and bloodborne pathogens training, after completing a training program for Laboratory Analysts.

**SPECIAL REQUIREMENTS:**

Possession of a valid State of Florida driver's license.

**PHYSICAL AND ENVIRONMENTAL DEMANDS OR CONDITIONS:**

- Lift, carry and push articles weighing up to 25 lbs.
- Be able to wear safety glasses, goggles, respirator, coveralls, gloves, face shield, mask, and biohazard suit.
- Exposure to poisons, animals/insect bites, mist, gases, smoke, irritants, asphyxiants, and bloodborne pathogens.

**BACKGROUND REQUIREMENTS:**

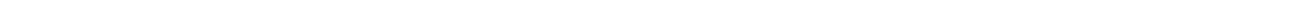
The background check process for this position may include:

- Criminal Background Check
- Employment Verification
- Reference Checks
- Motor Vehicles Report (MVR) Check
- Workers' Compensation
- Educational Verification
- Credit Check
- Fingerprinting
- Polygraph
- Neighborhood Check
- Psychological Examination
- Physical
- Drug and Alcohol Screen
- Pulmonary Function Test (PFT)

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561-393-7804

[staffing@myboca.us](mailto:staffing@myboca.us)

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## Biological Processing Laboratory Analyst Supplemental Questionnaire

- \* 1. Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?
- Yes    No
- \* 2. Do you possess a valid State of Florida driver's license with no more than six (6) points in the last three (3) years prior to employment?
- Yes    No
- \* 3. What is the highest level of education that you have completed?
- Less than High School  
 High School Diploma or GED  
 Trade or Vocational School  
 Associates Degree or 60 credits of college courses  
 Bachelors Degree  
 Masters Degree  
 Doctoral Degree
4. What area of study is your education?
- \* 5. How much experience do you possess in the areas of serological and DNA techniques in a laboratory where good laboratory practices were implemented?
- I have no previous experience  
 1 year of experience  
 2 years of experience  
 3 years of experience  
 4 years of experience  
 5 years or more
- \* 6. Please describe any work experience you have in the areas of serological and DNA techniques in a laboratory where good laboratory practices were implemented. This experience must be clearly listed on your application work history. NOTE: "See Resume" will not be considered as a valid response. If you have no previous experience, please state "N/A"
- \* 7. Have you completed a certified training program for Laboratory Technicians?
- Yes    No
- \* 8. Describe your computer experience and include types of programs that you are familiar with. (Ex. Microsoft Word, Outlook, Excel, Power Point) NOTE: "See Resume" will not be

considered as a valid response. If you have no previous experience, please state "N/A"

\* 9. How did you hear about this opportunity?

- City of Boca Raton website
- Boca Raton Police Department website
- City of Boca Raton Police Officer or other employee
- Broward College Police Academy
- Palm Beach State College Police Academy
- College Career Fair or Recruiting Event
- LinkedIn.com, Indeed.com, or other professional networking site
- Governmentjobs.com
- Policeone.com
- Policecareerfinder.com
- Discoverpolicing.org
- Other online search (i.e. Google)
- Other resource

\* 10. To be considered for employment with the City of Boca Raton, applicants must provide at least ten (10) years of continuous history. Did you account for the last ten (10) year period including all employment, periods of inactivity, school and/or retirement?

- Yes    No

\* Required Question