<https://city-boston.icims.com/jobs/19275/criminalist-i-%28firearms-analysis-unit%29/job>

**Overview:**

This is a provisional appointment.

Brief Job Description (essential functions of the job):

This Criminalist will be assigned to the Firearms Analysis Unit.  Under the direction of the unit director and senior examiners, analyze items of evidence.

**Responsibilities:**

* Process crime scenes and vehicles with supervision.
* Performs quality procedures and maintain quality control records in order to ensure testing accuracy and reliability.
* Maintains chemical and safety logs.
* Intakes evidence.
* Prepares samples and evidentiary items for storage and/or further analysis, preserve specimens, may observe and assist Criminalists II-IV in complex tasks.
* Receives and prepares reagents, solutions, chemicals, and other materials used in the examination and analysis of various types of evidence.
* Maintains chain of custody and ensure the integrity and viability of materials for testing. Package, mark, and receive evidence, maintaining continuity and integrity of physical evidence.
* Maintains laboratory safety and cleanliness standards assuring worker safety.
* Photographs evidence to document and record subject matter.
* Maintains and utilizes laboratory and forensic databases.
* Monitors stock levels of reagents, chemicals, and consumables ensuring sufficient supplies/materials to perform required testing/services.
* Writes and maintains records and daily logs.
* Maintains safety showers and eyewashes.
* May participate in continuing education, conferences, training, and other seminars relative to the forensic sciences.
* Writes reports under direction of Criminalist II-IV, if appropriate to assignment.
* Performs related work as required.

**Minimum Entrance Qualifications:**

Minimum four (4) year bachelor degree in a natural science, forensic science, or closely related field. Entry level apprentice/trainee. No professional experience required. Preference will be given to applicants with one year laboratory experience or six month applicable laboratory experience and a graduate degree that includes relevant laboratory coursework. Ability to exercise good judgement and focus on detail as required by the job.

Basic Knowledge, Skills and Abilities:

Knowledge of routine laboratory safety rules, regulations and procedures.  Ability to receive and prepare reagents and solutions.  Ability to communicate effectively both orally and in writing.  Ability to follow Standard Operating Procedures (SOPs).  Ability to communicate with investigators, ADAs, and the courts.  Knowledge of crime scenes and vehicle processing.  Familiar with equipment and instrumentation with assigned/relevant disciple.  Report writing.

Full Performance Knowledge, Skills and Abilities:

Knowledge of laws, rules, regulations, policies, procedures, quality assurance, laboratory paperwork, terminology and core operations of the Forensic Unit.  Must be familiar with courtroom procedures, and may present expert testimony on results of analysis, tests, and examination in federal, state, and local courts.  Can process a crime scene, vehicles or complex case (i.e. homicide) independently.  General working knowledge of all disciplines within the Forensic Group.  Ability to interpret test results.  Familiar with laboratory sections/disciplines.  Knowledge of working lab including QA/QC, competency and proficiency testing, standards, and controls.  Knowledge of evidence collection, packaging, documentation, processing, and preservation techniques and procedures.  Knowledge of chain of custody and rules of evidence.  Able to obtain License to Carry Firearms and ability to handle firearms in a safe manner.  General working knowledge of different disciplines in the Forensic Group.  Must have the ability to write comprehensive technical reports; interpret and produce and opinion on complex test results.

CRIMINAL RECORD CHECK REQUIRED

PRE-EMPLOYMENT DRUG TEST AND PHYSICAL REQUIRED

BOSTON RESIDENCY REQUIRED

Terms:

Union/Salary Plan/Grade: Forensic Group of the BPD Detectives/CRM -I

Hours Per Week: 35