

# SEDGWICK COUNTY JOB DESCRIPTION

## DNA Laboratory Technician

<b>Working Title:</b>	DNA Laboratory Technician	<b>Work Location:</b>	FSC
<b>Position Number:</b>		<b>Expected Hours of Work:</b>	M-F; 8-5
<b>Classification:</b>	DNA Laboratory Technician	<b>Supervisor: Yes / No</b>	No
<b>Reports to (position):</b>	DNA Technical Leader/Manager	<b>Number of staff supervised:</b>	0
<b>Date Revised:</b>	<b>04/16/2018</b>		

**Job Summary (Major objectives of this position. Why does the job exist?)**

Provides clerical and technical laboratory support to enable the forensic laboratories to function effectively while adhering to standard operating procedures and safety guidelines.

**Primary Job Functions (List three job categories with specific tasks listed)**

- Provides clerical support to the Biology/DNA laboratory
- Drafts and reviews validation proposals, ensures accordance with current guidelines and laboratory/quality SOP
  - Carries out basic data analysis using Microsoft Excel and other applicable software, compiles relevant tables, graphs, and other reports
  - Assists DNA section scientists with clerical duties
  - Types notifications according to the information contained in case file records
  - Files subpoenas, evidence custody documents, and other general lab paperwork
  - Prepares case folders for incoming case assignment
  - Interact with laboratory databases and enter case metrics
- Provides technical laboratory support to the Biology/DNA laboratory
- Carries out validation studies for new instrumentation
  - Develop proficiency in areas of body fluid examination and DNA analysis applicable to assigned validation projects
  - Summarize results of validation testing and present results to section scientists
  - Draft protocols for implementation
  - Examine and analyze exhibits according to manufacturer's directions/laboratory SOP
  - Validation duties may include training on current laboratory
- Provides quality assurance support to the Biology DNA laboratory
- Prepares sterile equipment and stocks supplies
  - Receives and logs chemicals, reagents, and consumables
  - Manages quality control documentation for reagents and supplies
  - Prepares reagents and performs quality control checks
  - Operates routine laboratory equipment and conducts calibration verifications at defined intervals
  - Performs routine maintenance on laboratory equipment and completes populates quality logs

**Secondary Job Functions (list no more than five)**

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Competencies (Select five from Core Competency list and specify Behavioral Indicators specific to position)	
Dependability and Reliability	Definition: Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight.
Behavioral Indicators: <ul style="list-style-type: none"> <li>• Shows up to work on time, and follows instructions, policies, and procedures. Meets productivity standards, deadlines, and work schedules.</li> <li>• Does not make excuses for errors or problems; acknowledges and corrects mistakes.</li> <li>• Recognizes the relative importance of certain tasks and responsibilities and has the ability to prioritize to ensure that deadlines are met.</li> </ul>	
Initiative	Definition: Takes action without being asked or required to. Achieves goals beyond job requirements. Identifies opportunities and issues, and proactively acts and follows through on work activities to capitalize or resolve them. Actively seeks and identifies opportunities to contribute to and achieve goals. Maintains a sense of purpose, value, and ownership of their work. Seizes opportunities when they arise. Works independently with little direction.
Behavioral Indicators: <ul style="list-style-type: none"> <li>• Completes assignments without the need for prompting from his/her supervisor or others.</li> <li>• Seeks out information on his/her own initiative; may need to follow up with his/her supervisor for guidance or direction.</li> <li>• Demonstrates resilience against challenges and obstacles.</li> <li>• Successfully completes most tasks independently but asks for additional support, as appropriate, when faced with unfamiliar tasks or situations.</li> </ul>	
Adaptability	Adapts well to changes in assignments and priorities; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; approaches change positively and adjusts behaviors accordingly; focusing on being part of the solution.
Behavioral Indicators: <ul style="list-style-type: none"> <li>• Adapts to change quickly and easily.</li> <li>• Shows willingness to learn new methods, procedures, or techniques, resulting from departmental or organization-wide change.</li> <li>• Shifts strategy or approach in response to the demands of a situation.</li> </ul>	
Detail-Oriented	Ensures information is complete and accurate; follows up with others to ensure that agreements and commitments have been fulfilled. Follows process steps as outlined in standard operating procedures. Reviews materials to ensure they are accurate, clear, and concise. Performs follow-up to ensure quality of work product and/or actions are completed.
Behavioral Indicators: <ul style="list-style-type: none"> <li>• Double-checks the accuracy of information and work product.</li> <li>• Carefully monitors the details and quality of own and others' work.</li> <li>• Expresses concern that things be done right, thoroughly, or precisely.</li> <li>• Follows policies, procedures, and safety and security measures when operating equipment.</li> <li>• Takes necessary actions to produce work that requires little or no checking.</li> </ul>	

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Time Management	Shows ability to plan, schedule, direct work of self and others. Balances task requirements and individual abilities; organizes materials to accomplish tasks; sets high standards and well-defined, realistic goals. Displays a high level of effort and commitment towards completing assignments in a timely manner; works with minimal supervision and is motivated to achieve.
Behavioral Indicators:	
<ul style="list-style-type: none"> <li>• Identifies more critical and less critical activities and tasks; adjusts priorities when appropriate.</li> <li>• Effectively allocates own time to complete work; coordinates own and others' schedules to avoid conflicts.</li> <li>• Takes advantage of available resources (individuals, processes, departments, and tools) to complete work efficiently.</li> <li>• Uses time effectively and prevents irrelevant issues or distractions from interfering with work completion.</li> </ul>	
<b>Supervisory Responsibilities (Provide title of employee managed and the number of employees)</b>	
N/A	
<b>Minimum Qualifications as defined by classification</b>	
<b>Educational Requirements:</b> BS or BA degree in chemistry, biology, biochemistry or a forensic science-related field. Alternatively, laboratory research experience may substitute for the degree requirement (see below).	
<b>Years of Experience:</b> No experience required for candidates with BS or BA. In the absence of a degree, three years of experience performing forensic procedures or conducting research in a laboratory setting with demonstrated proficiency in DNA extraction, quantification, and amplification.	
<b>License, certifications, etc...</b> N/A	
<b>Preferred Qualifications</b>	
<b>Educational Requirements:</b> Meet the criteria set forth by the FBI QAS (current version) and have acquired a minimum of 12 semester hours (or equivalent) of undergraduate and/or graduate coursework, covering the areas of biochemistry, genetics, molecular biology, and statistics, and/or population genetics.	
<b>Years of Experience:</b> Experience working in a research or forensic DNA laboratory is preferred.	
<b>License, certifications, etc...</b>	
<b>Physical Requirements &amp; Working Conditions (must be directly tied to Essential Functions)</b>	
<b>Physical Activity of Position</b>	
<ul style="list-style-type: none"> <li>• Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.</li> <li>• Standing. Particularly for sustained periods of time.</li> <li>• Reaching. Extending hand(s) and arm(s) in any direction.</li> <li>• Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</li> <li>• Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</li> <li>• Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.</li> </ul>	

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<b>Physical Requirements of Position</b>	
<ul style="list-style-type: none"> <li>• Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</li> </ul>	
<b>Visual Acuity Requirements</b>	
<ul style="list-style-type: none"> <li>• The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); microscopic analysis; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.</li> </ul>	
<b>Work Environment / Conditions Employee will be subject to</b>	
<ul style="list-style-type: none"> <li>• The employee is not substantially exposed to adverse environmental conditions and carries out typical office, administrative, and laboratory work. However, the employee will work with hazardous chemicals and biological specimens that introduce risk of bloodborne pathogen exposure.</li> </ul>	
<p>Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.</p>	
<b>Signatures</b>	
<b>Supervisor:</b>	<b>Date:</b>
Employee signature below constitutes employee's understanding of the requirements, primary functions and duties of the position.	
<b>Employee:</b>	<b>Date:</b>