

Job Title: CRIMINALIST/TOXICOLOGIST

Salary: \$1,283.00 - \$2,650.00 Biweekly
\$33,358.00 - \$68,900.00 Annually

Job Type: Full-Time

Location: 1200 Travis, Texas

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**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS Benefits
Supplemental Questions**

PN#08850

HOUSTON POLICE
CRIME LABORATORY
N/A
1200 TRAVIS, 26TH FLOOR
MONDAY – FRIDAY, 8:00 A.M. – 4:00 P.M.*
*Requires on-call duties.

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Analyze blood and urine evidence using established procedures and guidelines, keep precise records, and develop scientific conclusions. Have certification from Texas DPS Breath testing to perform job duties as certified Technical Supervisor or obtain certification through training within the first year of employment, if needed. Perform maintenance on Intoxylizers and secure and maintain care custody of Intoxylizer maintenance records as per established guidelines. Download the records from computer for Texas DPS as needed. Participate in Texas DPS Quality Assurance audit program. Comply with discovery orders. Participate in laboratory projects and complete tasks as assigned by the supervisor. Observe and participate in training for police cadets about Intoxylizers and blood and urine alcohol training in performing basic maintenance, calibrate quality control for on site Intoxylizers. Properly maintain the records. Prepare sectional standard operation procedures for accreditation. Provide technical assistance to police officers, assist district attorneys, other law enforcement agencies, and civic groups. Provide testimony ALR hearings and at District/County Court.

WORKING CONDITIONS

The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces.

MINIMUM REQUIREMENTS:

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelors' degree in Chemistry, Criminalistics, Biology, Physics

or a related field with a minimum of 30 (thirty) hours of Chemistry. Transcripts required.

MINIMUM EXPERIENCE REQUIREMENTS

No experience is required.

MINIMUM LICENSE REQUIREMENTS

None.

PREFERENCES:

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None.

GENERAL INFORMATION:

SELECTION/SKILLS TESTS REQUIRED

None, however, the Department may administer a skill assessment evaluation. If recommended, you will be required to pass a background check and polygraph.

SAFETY IMPACT POSITION **YES**

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification.

Pay Grade 20

OPENING DATE December 07, 2011

CLOSING DATE Open Until Filled

APPLICATION PROCEDURES

Only online applications will be accepted for this City of Houston job and must be received by the Human Resources Department during posting opening and closing dates shown. Applications must be submitted online at: www.houstontx.gov.

For application status inquiries or special accommodations, please call (713) 308-9000. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471.

All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer