

JOB OPPORTUNITY CITY OF MANSFIELD, OHIO

ORDINANCE: 23-006

POSTING DATE: 01/10/23 ~ DEADLINE DATE: 01/16/23

DNA TECHNICIAN

The City of Mansfield, Ohio, Director of Human Resources announces the opening of the following grant funded position as part of the DNA Capacity Enhancement for Backlog Reduction Grant in the **DIVISION OF POLICE:**

POSITION: DNA TECHNICIAN

SALARY: \$ 41,600.00

Please note: Must email cover letter, resume with two professional references, college transcript to hr@ci.mansfield.oh.us

GENERAL STATEMENT OF DUTIES:

The DNA Technician is responsible for serology and DNA related procedures and processes performed under the direction of the Forensic Scientist – DNA Analyst or Laboratory Director.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY):

- Performing skilled analysis of evidentiary items including examinations, DNA extractions, and other analytical laboratory procedures.
- Preparing reagents, disposal of waste, maintaining records of results, reagents, and equipment.
- Maintaining instruments/equipment in proper working order.
- Properly file and distribute laboratory reports to the submitting law enforcement agency, governmental department and/or courts.
- Receiving, logging in and/or releasing evidence to the submitting agency.
- Maintaining a clean working environment/garments.
- Keeps abreast of professional developments in the fields of forensic biology and forensic science by reading journals and attending meetings and training courses regarding relevant forensic disciplines.
- Providing instruction to law enforcement personnel on the investigation of crime scenes, laboratory analyses, collection of evidence & testifying in the courtroom.
- Lecturing on forensic science related topics, physical evidence and the services provided by the Forensic Science Section.
- Providing tours of the Forensic Science Section.
- Ensures quality of work by assuring compliance with protocols and procedures required to maintain accreditation

DESIRED KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of: (1) biology, biochemistry, genetics, statistics and/or population genetics, (2) use of biological instrumentation, (3) crime laboratory techniques and procedures; **Ability to:** (4) analyze situations and develop workable solutions, (5) prepare complete and accurate technical

and administrative reports, (6) present ideas effectively, orally and in writing, (7) prepare complete and accurate technical and administrative reports, (8) provide expert testimony in court regarding laboratory reports, (9) establish & maintain effective working relationships with elected officials, department heads, city employees, law enforcement investigators/officers, attorneys, court officials and the general public, (10) pass competency tests and proficiency tests, (11) maintain attention to detail with high degree of accuracy, (12) maintain appropriate confidentiality of records, files, and materials produced and at times see and/or hear unpleasant things.

ACCEPTABLE EXPERIENCE AND TRAINING:

The DNA Technician must possess a B.A/B.S or advanced degree in a Biology, Chemistry, or a Forensic Science related area with laboratory based coursework.

The DNA Technician must have successfully completed a minimum of 9 or more semester hours (or equivalents) of college coursework in genetics, biochemistry, molecular biology, and coursework in statistics and/or population genetics as required by the FBI QAS.

Must be able to pass a background investigation/polygraph.

Submit cover letter, resume, copy of college transcript, and two professional references with application. Applicants with completed coursework with titles other than those listed above must provide documentation (e.g., syllabus, letter from instructor) that supports the required course content. A certified college transcript will be required prior to interview.

MUST POSSESS A VALID OHIO DRIVERS LICENSE.

The omission of specific statements of duties does not indicate exclusion of them if the work is similar, related or a logical assignment to the position.

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED IN THE HUMAN RESOURCES OFFICE. “WE ARE EQUAL OPPORTUNITY EMPLOYER” WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.