

## **FORENSIC SCIENTIST 1 – TRACE EVIDENCE (Open until 12/1/24)**

**Department:** Medical Examiner's

**Anticipated Work Schedule:** Monday through Friday, 8:00 AM to 4:00 PM

**Reports To:** Supervisor, Trace Evidence Lab

**Full Time or Part Time:** Full Time - Temporary Grant Funded Assignment

**Regular or Temporary:** **TEMPORARY ASSIGNMENT ENDING 9/30/2027**

**Bargaining Unit:** N/A

**Classified or Unclassified:** Classified

**FLSA:** Exempt

**IMPORTANT NOTICE:** To be considered for this position, you must apply by visiting [cuyahogacounty.gov/jobs](http://cuyahogacounty.gov/jobs). Consideration will only be given to those who submit an application on the Cuyahoga County job board.

### **Essential Job Functions**

Recognizes, collects, and processes evidence from vehicles, victims of violent death, items collected at autopsy, and items submitted by outside law enforcement agencies; conducts evidence screening; logs in evidence; documents collection, screening, and testing activities in accordance with laboratory policies and procedures; attends crime scenes with a senior Trace Evidence Forensic Scientist to assist with evidence collection and scene documentation; photographs or directs photographs to be taken of evidence items; transfers and maintains evidence in storage.

Prepares and analyzes trace evidence samples; applies instrumental, physical, and chemical techniques in the examination of selected trace evidence sub-disciplines; utilizes scientific instrumentation including stereomicroscopes, light microscopes, polarized light microscopes, and fluorescence microscopes; performs serological analysis and microscopic examinations; ensures application of and adherence to appropriate techniques in the preparation and examination of selected trace evidence.

Performs regular maintenance of Trace Evidence laboratory spaces and equipment; stocks laboratory supplies; cleans and maintains worksite and laboratory equipment; checks performance of equipment after repairs, maintenance, or malfunction; performs safety checks in accordance with unit laboratory safety program procedures.

Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed.

### **Minimum Requirements**

Bachelor's Degree in a chemical, physical, forensic, or biological science; or related field.

**Additional Requirements:** Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

## **Application Process**

This is a competitive, classified position. The Personnel Review Commission (PRC) will check your application to make sure you meet the minimum qualifications. If you do, the PRC will invite you to take a civil service examination. The exam is specific to this position. Everyone who passes the exam goes on an eligibility list. To fill this opening, the PRC sends the hiring department and Human Resources (HR) a certified eligibility list with the top 25% candidates (or at least the ten highest scoring candidates, whichever is greater). HR helps the hiring department decide who from the certified list to follow up with for interviews and then a job offer.

Most of our communication with candidates is through email. Regularly check the email address you gave us in your job profile. Watch your Spam folder, just in case.

If we offer you a job, you must pass a drug screen and background check before the offer becomes final. Prior criminal convictions do not automatically disqualify you from employment; the County looks at criminal convictions on a case-by-case basis using the guidelines in Chapter 306 of the County Code.

## **EQUAL OPPORTUNITY EMPLOYER**

Cuyahoga County is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation and offers opportunities for all employees to develop to their full potential. A diverse workforce helps the County realize its full potential. The County benefits from the creativity and innovation that results when people with different experiences, perspectives, and cultural backgrounds work together.

The County is committed to providing equal employment opportunities for all individuals regardless of race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, or political affiliation.

If you are a person with a disability and unable to use or access this site as a result of your disability, you may request a reasonable accommodation by calling (216) 443-7248 or via email to [ADA@CuyahogaCounty.us](mailto:ADA@CuyahogaCounty.us). Cuyahoga County is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation and offers opportunities for all employees to develop to their full potential. A diverse workforce helps the County realize its full potential. The County benefits from the creativity and innovation that results when people with different experiences, perspectives, and cultural backgrounds work together.