



St. Tammany Parish Coroner's Office

Providing compassion and closure for families through clear, competent, professional investigations, mental health, and DNA services.

POSITION DESCRIPTION

Position Title: Forensic DNA Technician

Date Implemented: 09/28/2007

Job Title of Immediate Supervisor: Forensic DNA Technical Leader

Job Code: 2824

FLSA Status:

SUMMARY OF POSITION

The DNA Technician supports the Forensic DNA Laboratory by preparing reagents, maintaining workstations, calibrating instruments, and assisting with forensic analyses. This role may involve performing preliminary tests on non-evidence and evidence samples under the supervision of a DNA Analyst, assisting in method validation, and performing administrative and laboratory support tasks. The DNA Technician ensures laboratory procedures are conducted accurately, safely, and in compliance with established protocols, contributing to the integrity and reliability of forensic DNA testing.

ESSENTIAL JOB FUNCTIONS:

1. Prepares and validates reagents.
2. Stocks workstations.
3. Calibrates instruments used for forensic DNA analysis.
4. May perform forensic tests on non-evidence samples.
5. May perform forensic tests on evidence samples (based on training) under the supervision of a DNA analyst.
6. May perform administrative reviews.
7. Assist DNA analyst or DNA technical leader with validating methods.
8. Cleans and decontaminates laboratory areas.
9. Performs other duties as assigned by the Coroner, Laboratory Director or DNA Technical Leader, according to ability and experience.

MINIMUM REQUIRED EDUCATION & EXPERIENCE:

1. Zero to five years of laboratory experience.
2. Education may vary depending on defined duties.

SPECIAL REQUIREMENTS:

MINIMUM REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

1. Must be an employee of the laboratory and successfully complete the laboratory's documented training program.
2. Technicians associated with the DNA program are required to successfully complete a qualifying test specific to their duties prior to participating in DNA casework responsibilities.
3. Under the supervision of a Forensic DNA Analyst or Forensic DNA Technical Leader, the Forensic DNA Technician must receive on-the-job training specific to their job function and must successfully complete a competency test prior to engaging in laboratory defined duties.
4. Must engage in proficiency testing as mandated by laboratory policy or accrediting body.

ESSENTIAL MENTAL & PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to ensure that qualified individuals with disabilities are able to perform the essential functions.

1. While performing the duties of this job, the employee is required to use hands, including fingers, to handle, feel or operate objects, tools, or controls and reach with hands and arms.
2. The employee frequently is required to talk.
3. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and use senses including sight, smell, touch, and hearing.
4. The employee must occasionally lift and/or move office products and supplies, up to 20 pounds.
5. Specific vision perception required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be provided to ensure that individuals with disabilities are able to perform the essential functions.

1. While performing the duties of this job, the employee regularly works on a computer or other similar office equipment in an indoor situation.
2. The noise level in the work environment is usually light to moderate.
3. The employee may be required to travel to and from conferences or meetings.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not necessarily exclude them from the position if the work is similar, related or a logical assignment to the position.

The job summary does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVALS:

AGENCY HEAD

CHIEF HR OFFICER