

DEPARTMENT: NIAGARA COUNTY SHERIFF'S DEPARTMENT
CLASSIFICATION: COMPETITIVE
APPROVED: FEBRUARY 10, 2003

CHIEF DEPUTY SHERIFF FORENSIC CHEMIST

DISTINGUISHING FEATURES OF THE CLASS: Under general direction from the Chief Deputy, an employee in this class is responsible for the oversight of the daily operations of the Niagara County Sheriff Department Forensic Laboratory. Administrative duties include responsibility for personnel, budgets, grants, and collaboration with the District Attorney's Office and other criminal justice agencies. Performs administrative and technical duties in the Laboratory Division which is involved in the performance of independent and confidential investigations of deaths that result from criminal, suspicious or undetermined causes. Other than the addition of administrative responsibilities, a Chief Forensic Investigator performs the same duties as subordinate forensic personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Provides daily oversight to personnel in the laboratory division;
2. Provides in-service training and distributes assignments and reviews the work of subordinate employees;
3. Develops and maintains efficient record keeping and evidence management systems and administrative procedures;
4. Performs tests on trace evidence which is submitted to the laboratory which may involve use of sophisticated instrumentation such as the gas chromatograph/mass spectrometer, or infra-red spectrophotometer;
5. Performs crime scene investigations when the nature of the evidence requires proper handling, specialized equipment and/or supplies, or scientific advise on the collection and processing of unusual evidence;
6. Attends training sessions concerning new forensic science breakthroughs and information on the requirements for operating a forensic laboratory;
7. Prepares the division budget and obtains and disburses grant funding;
8. Develops safety protocols;
9. Maintains an inventory control of instruments and processes acquisition requisitions;
10. Collaborates with the Chief Deputy and Sheriff to provide quality services to the twenty police agencies the laboratory division serves;
11. Collaborates with the District Attorney's Office and other criminal justice agencies to ensure an efficient flow of information;
12. Conducts investigations of homicides, suicides, sudden or accidental deaths;
13. Prepares reports and records regarding the findings of investigations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Comprehensive knowledge of modern medical/legal investigative methods and techniques; Comprehensive knowledge of what constitutes and how to safeguard evidence; Thorough knowledge of modern laboratory methods and techniques; Thorough knowledge of applicable laws and regulations; Ability to establish and maintain effective working relationships with physicians, hospital personnel, law enforcement and other governmental agencies and the public; Ability to plan and direct the work of subordinates in a manner conducive to full performance and high morale; Ability to deal sympathetically and objectively with people under stress; Good judgment; Tact; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL QUALIFICATIONS:

Three (3) years of permanent competitive status as a Deputy Sheriff Forensic Chemist with the Niagara County Sheriff's Department.

OPEN COMPETITIVE:

Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's Degree in Chemistry, Criminalistics or other relevant physical science discipline, which included the successful completion of twenty-four (24) semester credit hours of chemistry plus six (6) years of experience in an analytical laboratory performing chemical analysis.

SPECIAL REQUIREMENT:

Candidates who are appointed to a permanent position must be eligible for a certificate of training issued by the Executive Director of the Municipal Police Training Council and must possess this required certificate within one (1) year of the date of original appointment.