

**DEPARTMENT:** NIAGARA COUNTY SHERIFF'S OFFICE  
**CLASSIFICATION:** NON-COMPETITIVE APPROVED BY NYSCSC 7/18/2017  
**APPROVED:** DECEMBER 1, 2016

**DIRECTOR OF FORENSIC LABORATORY**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for directing the overall operations of a forensic laboratory. The incumbent is responsible for ensuring analytical, photographic, and related services are provided to user agencies in a timely, accurate and meaningful manner, in order to assist with medical, law enforcement and medicolegal investigations in accordance with sound laboratory practices, accepted clinical and forensic procedures, and established municipal policies. Supervision is exercised over professional, technical and clerical personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Directs and has administrative oversight and responsibility for all forensic analysis of evidence conducted by the laboratory;
2. Develops, directs and implements policies, programs, and initiatives to be undertaken by the laboratory to supply adequate services bases on workload, advances in technology and scientific knowledge, legal requirements and local policies;
3. Plans and anticipates for future services and goals of the laboratory by evaluating workload statistics, monitoring legal decisions and law changes, reviewing higher level municipal directives and requests by other municipal departments and law enforcement agencies for service by establishing budget requirements, evaluating priorities, developing policies, and allocating resources;
4. Responsible for submittal of budgetary requests for all aspects of laboratory functioning;
5. Directs internal and external proficiency testing programs, the coordination of programs and activities involving shared resources, training of personnel, or analytical services of the laboratory;
6. Ensures that staffing levels are adequate in numbers, training and experience to properly perform assigned work, and monitors staff development in light of future needs;
7. Oversees the recruitment and selection of applicants for recommendation to the Sheriff, or the Sheriff's designee, for all laboratory positions;
8. Consults, advises or directs lower level personnel relative to technical scientific problems or requests for information, and provides similar consultation and advice to personnel from other departments and local law enforcement agencies;
9. Meets with attorneys, investigators and other related personnel regarding approaches to analysis and results in pretrial conferences;
10. Participates in scientific meetings, seminars, and other training as assigned;
11. Testifies in court regarding laboratory analyses and the significance of the results as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of analytical chemistry as it applies to the field of forensic science; thorough knowledge of the principles, practices, instruments, and methods used in forensic analysis as applied to the collection and analysis of criminal evidence; ability to supervise and direct assigned laboratory and attached personnel; ability to initiate and develop research programs; ability to introduce and evaluate new procedures and methods; ability to analyze and evaluate information and observations, and to arrive at and construct logical and sound conclusions; ability to explain laboratory analysis techniques, procedures and theories in a clear and concise manner to so that non-scientists may understand the significance of the results obtained using these procedures; ability to manage database records and maintain accurate records; ability to communicate effectively, both orally and in writing; ability to prepare and deliver legal testimony accurately and be cross-examined and remain composed in court; ability to establish and maintain effective professional relationships; sound professional judgment; physical condition commensurate with the demands of the position

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## **DIRECTOR OF FORENSIC LABORATORY CONTINUED**

### **MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Doctoral Degree in a natural science, a forensic science, an engineering science, toxicology, or criminalistics, including or supplemented by at least twelve (12) credit hours in chemistry at the graduate or undergraduate level, **and** four (4) years of full-time or its part-time equivalent experience in a forensic laboratory conducting analysis in a forensic discipline, two (2) years of which must have been in a supervisory or managerial position; **or**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in a natural science, a forensic science, an engineering science, toxicology, or criminalistics, including or supplemented by at least twelve (12) credit hours in chemistry at the graduate or undergraduate level, **and** five (5) years of full-time or its part-time equivalent experience in a forensic laboratory conducting analysis in a forensic discipline, two (2) years of which must have been in a supervisory or managerial position; **OR**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in a natural science, a forensic science, an engineering science, toxicology, or criminalistics, including or supplemented by at least twelve (12) credit hours in chemistry, **and** six (6) years of full-time or its part-time equivalent experience in a forensic laboratory conducting analysis in a forensic discipline, two (2) years of which must have been in a supervisory or managerial position; **OR**

An equivalent combination of training and experience that is defined by the limits above.

### **SPECIAL REQUIREMENTS:**

1. Possession of a valid New York State driver's license at time of appointment and throughout employment;
2. Successful completion of a background check;
3. Additional continuing education and training may be required as condition of employment, including training courses in management and administration.

**NOTE:** Natural Sciences include Biology, Earth Science, Botany, Physics, Chemistry and Zoology.

Qualifications cannot be changed since jurisdictional classification was approved based on the qualifications meeting certain criteria established by NYSCSC.