

**Department:** Medical Examiner's

**Anticipated Work Schedule:** Monday through Friday, 8:00 AM - 4:30 PM

**Reports To:** Supervisor

**Full Time or Part Time:** Full Time

**Regular or Temporary:** Regular

**Salary:** \$36.55/hour

**Bargaining Unit:** Fraternal Order of Police

**Classified or Unclassified:** Classified

**FLSA:** Exempt

TO BE CONSIDERED FOR THIS POSITION, YOU MUST APPLY ON THE CUYAHOGA COUNTY WEBSITE AT <https://www.cuyahogacounty.us/human-resources> CONSIDERATION WILL ONLY BE GIVEN TO THOSE WHO APPLY ON THE CUYAHOGA COUNTY WEBSITE.

### **Summary**

The purpose of this classification is to recognize, collect, and analyze drug evidence; to produce drug chemistry reports for analyses performed; and to testify in the court of law as to the results of the drug chemistry examinations.

### **Distinguishing Characteristics**

This is a journey-level classification responsible for the collection and analysis of drug evidence. Incumbents establish and maintain quality control and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

### **Essential Job Functions**

Prepares and performs chemical analysis on the drug evidence; weighs contents of evidence; performs chemical and instrumental analysis. Documents and records observations and results of chemical analysis; reviews, analyzes, and compiles instrument data; performs administrative and technical review of data, drug chemistry case files, and reports generated by other scientists; enters analytical results into the computer database; compiles case records; issues reports; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; testifies in court as an expert witness. Performs regular maintenance of the Drug Chemistry laboratory spaces and equipment; stocks laboratory supplies; documents refrigerator temperatures; prepares chemical reagents

following prescribed processes; maintains and performs routine troubleshooting of laboratory instruments; performs appropriate calibrations and/or system checks and maintenance on all instruments such as FTIR, GC/MS and other laboratory equipment used in the laboratory; measures and performs weight checks on balances; performs color tests with Test Mix; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies procedures; performs safety checks in accordance with unit laboratory safety program procedures. Processes and logs evidence; retrieves evidence from storage; transfers and maintains evidence in storage; verifies information on evidence bag; transports evidence back to controlled substance holding area; maintains documentation per the laboratory policies and 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 and two (2) years of forensic drug chemistry experience; or an equivalent combination of education, training, and experience. **Additional Requirements:** Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

### **Application Process**

This is a non-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 put your name on an eligibility list. To fill this opening, the PRC sends the hiring department and Human Resources (HR) a certified eligibility list. 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](#).