



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

FORENSIC TECHNICIAN I

Job Number: 21004927

Job Code: 40780V260316

Job Group: 4000 - HEALTH SCIENCE AND LABORATORY

Job Established: 11/16/2024

Job Revised: 03/16/2026

Grade: 11 Salary (MIN - MID):

\$16,984-\$25,476 - Hourly

\$2,759.90-\$4,139.86 - 37.5 Hr. Monthly Salary

\$2,943.90-\$4,415.84 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under direct supervision, learns to properly receive, store, and release forensic evidence, while adhering to chain of custody protocols. Learns to perform forensic laboratory functions such as routine instrument maintenance tasks; simple standardized testing on forensic samples; and formulating chemical and biological reagents; performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in the physical, biological, or forensic sciences, criminal justice, engineering or mathematics.

EXPERIENCE, TRAINING, OR SKILLS:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Professional laboratory experience performing routine, non-complex laboratory duties in a forensic laboratory or professional experience in the receipt, storage, and release of evidence at a forensic laboratory or law enforcement agency will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Receives training to gain skills related to the procedures and principles governing the receipt, storage, and release of evidence within a forensic laboratory setting. Learns to properly log in, handle, and store different types of evidence in accordance with established procedures and legal requirements. Gains understanding of the chain of custody requirements and procedures to maintain the integrity of evidence. Learns to assess the condition and adequacy of evidence packaging upon receipt safe storage or dispatch. Learns to prepare accurate and detailed evidence inventory records, including descriptions of items, their condition upon receipt, and any changes in their status or location. Assists in operating and maintaining evidence storage facilities, ensuring security, organization, and proper environmental conditions are maintained. Assists in the release of evidence, ensuring the correct items are released to authorized individuals and that all necessary documentation is completed. Receives instruction in the legal aspects of evidence handling, including the requirements for maintaining the chain of custody, and procedures for releasing evidence for court proceedings. Maintains detailed records. Acquire skills related to general laboratory principles applicable to all sections of the forensic laboratory. Learns to perform simple standardized serological, chemical, microscopic, biological, and biochemical testing on forensic samples. Assists in preparing reagents for forensic testing. Assists in preparing serological and chemical reagents and maintains quality control of same. Operates and maintains laboratory equipment. Maintains and organizes laboratory consumables and supplies. Learns new procedures and techniques along with basic concepts and theory. May testify in court and other legal proceedings.

UNIQUE PHYSICAL REQUIREMENTS:

The work requires standing for long periods of time and possibly assisting in lifting dead bodies.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents in this classification will typically perform their job duties in a forensic laboratory setting. May have some contact with contagious diseases and/or body fluids or regular exposure to noxious odors, chemical substances, and biohazardous compounds, which may require the following of safety procedures. Regular handling of sharp surgical instruments.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.