



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard, SPHR
Director

TITLE: FORENSIC LABORATORY ASSISTANT (Provisional Appointment*)

SALARY: \$27,458 - \$35,291 annually

LOCATION: Monroe County Department of Public Safety

JOB SUMMARY: This is an entry-level position in the Department of Public Safety responsible for performing laboratory preparation procedures relative to the examination, testing, intake and analysis of evidence. Responsibilities include conducting routine and standardized tests and analysis under the supervision of a higher-level staff member. Duties also include processing evidence, preparing reagents for testing and analysis, maintaining inventory of chemicals and laboratory supplies, keeping laboratories in good order and assisting in the laboratory's quality program. The employee reports directly to, and works under the general supervision of, the Forensic Quality Assurance Coordinator or other higher-level staff member. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Forensic Science or one of the natural sciences**; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Forensic Science or one of the natural sciences**, plus two (2) years paid full time or its part time equivalent experience in laboratory testing or procedures; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**Natural sciences include Biology, Earth/Environmental Science, Botany, Chemistry, Zoology, and Physics or a sub-field of one of these broader fields.

SPECIAL REQUIREMENTS:

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test and physical. Applicants may be required to undergo a state and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

Send Civil Service Application to: Monroe County Department of Human Resources
39 W. Main Street – Room 210
Rochester, NY 14614-1471

Posting Deadline: December 11, 2009

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) on the examination list in order to be eligible for permanent appointment.