



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam Bello
County Executive

Andrea Guzzetta
Director

TITLE: **FORENSIC LABORATORY ASSISTANT**
(Provisional* Appointment)

SALARY: \$29,623 - \$37,570 annually

LOCATION: Monroe County Department of Public Safety – Crime Laboratory

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) Any equivalent combination of education and experience as defined by the limits of (A) and (B) above.

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

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

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.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: January 1, 2020

Posting Deadline: January 13, 2020

*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) candidates on the examination list in order to be eligible for permanent appointment.