



CRIME LABORATORY JOB FAMILY

CAREER PATH

Forensic Scientist Supervisor

This supervisory position is accountable for overseeing and coordinating complex and technical work in the analysis and handling of forensic evidence. An employee may supervise the work and staff of one or more of the following specialties: Combined DNA Index System (CODIS), DNA Casework, DNA Screening, Drug Chemistry, Firearms/Toolmarks, Latent Prints, Toxicology, or Trace Evidence. An employee must maintain proficiency-tested expertise in their assigned discipline, as applicable. Direction is received from the management staff that makes special assignments and reviews the work through the evaluation of reports and meetings. An employee may also be responsible for the daily operations of their assigned laboratory. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. Supervision at this level also requires the employee to have the knowledge and skills to perform and review the work overseen.

Knowledge, Skills, and Abilities

Thorough and comprehensive knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of all assigned areas of the crime laboratory, as well as the laws, principles, and practices as they are related to implementation within the agency.

Thorough and comprehensive knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the agency's policies, procedures, rules, and regulations in the performance of duties.

Comprehensive working knowledge of and the ability to demonstrate successful use of computer equipment and associated software/databases in the performance of duties.

Comprehensive working knowledge of and the ability to demonstrate successful operation and use of designated crime laboratory equipment and associated software systems in the performance of duties.

Comprehensive working knowledge of and the ability to demonstrate understanding and successful use of the principles and practices of project management techniques in the performance of duties.



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Working knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the principles and practices of supervisory and management techniques in the performance of duties.

Possess and demonstrate successful communication skills in English via all modes of communication.

Possess and demonstrate successful management and prioritization of work within predetermined deadlines and stressful/adverse situations.

Possess and demonstrate the ability to successfully work as a team member and positively interact with a variety of people, as well as work hours as assigned.

Ability to demonstrate successful performance in the engagement, training, mentoring, and supervision of assigned personnel and support staff.

Ability to demonstrate successful performance in the research, gathering, correlating, and analyzing of facts to develop statistical reports, charts, recommendations, and/or solutions in the performance of duties.

Ability to demonstrate successful performance and adherence to the rules of conduct for Patrol employees in accordance with General Order 26-02, as well as all other applicable agency policy and procedures.

Ability to demonstrate successful performance and adherence to policy and procedure in the care and maintenance of restricted and confidential information in the performance of duties.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.)

Ability to maintain impartiality and objectivity in the performance of duties and responsibilities.

Ability to testify as an expert witness in a court of law.



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Minimum Requirements

In addition to the minimum requirements identified in the previous level of a Forensic Scientist Trainee, seven years of experience in the Forensic Scientist career path.

Must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).

Minimum Requirements specific to the Crime Laboratory Job Family that may apply and are dependent on assigned discipline and/or areas of responsibility:

- ❖ Must obtain and/or possess and maintain a valid driver license.
- ❖ Must submit to periodic random drug testing.
- ❖ Must provide a DNA sample to be used only for forensic identification as required.
- ❖ Must be able to pass a polygraph examination after conditional offer of employment.
- ❖ Must be able to obtain and maintain an FBI background investigation to become a CODIS user.
- ❖ Must possess or obtain, and maintain, MULES certification within one year of appointment.
- ❖ Must possess or obtain, and maintain, AFIS certification within two years of appointment, where applicable.
- ❖ Must possess or obtain, and maintain, a Missouri Department of Health Type 1 Permit (Alcohol and Drug Testing).

Necessary Special Requirements

Documented successful completion of at least 40 hours of professional development and leadership training each fiscal year, in accordance with 1CSR 20-6.010.

Possess and maintain membership with at least one organization related to the assigned area of responsibility.



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Possess and maintain certification, within 18 months of appointment, administrative certification from the Institute of Certified Professional Manager - Certified Supervisor Certification Program, the National Certified Public Manager Consortium - Certified Public Manager Program, the Lean Six Sigma Certification Program, the National Forensic Science Academy - Certified Forensic Manager Program, the Project Management Professional, the American Management Association - Certified Professional in Management, the Police Leadership: The West Point Model, the Missouri Leadership Academy, or an administrative certification pre-approved by the Crime Laboratory Division Director.

Pay grade: 32

FLSA Status: Exempt

Work Schedule: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.

Effective: 07/01/2024

Reviewed: 02/15/2025

Revised: 02/15/2025