**ILLINOIS STATE POLICE**

**FORENSIC SCIENCES COMMAND**

**FORENSIC SCIENTIST III – DRUG CHEMISTRY**

Anticipated Salary Range: $5,690.00 - $8,620.00 monthly.

State employee benefits: includes paid vacation, health insurance, dental insurance, life insurance, state pension, and a deferred compensation program. Additional information on state employee benefits is available on-line.[[1]](#footnote-1)

**Applications will be accepted by the Hiring Agency from September 11 through September 24, 2020**

**GENERAL DESCRIPTION**

Under direction, serves as the advanced lab specialist, performing both routine and advanced forensic science casework on controlled substances, cannabis and related items, which may be sensitive and controversial in nature. The forensic scientist receives evidence, conducts forensic analysis, testifies in court, assists conducts training, performs instrument maintenance, facilitates section preparations for audits. All work activities are conducted to conform to policies and procedures as to ensure compliance with all accreditation and quality training standards. In addition, duties and opportunities may include various combinations of work listed as follows: serves as a quality assurance monitor, performing statewide laboratory inspections and proficiency tests in one of the specialty areas of the program, and/or assisting management performing special projects, e.g., writes procedures manuals, designs plans or reorganizes laboratory space, coordinates material and equipment procurement and/or facility and equipment maintenance; provides orientation to new staff, section lectures to user agency personnel; approves or performs case reviews of lower level scientists' work, and serves as a rebuttal witness in job related court cases. Travels in the performance of these duties.

**ESSENTIAL FUNCTIONS**

* Receives evidence from user agencies and log in items of evidence related to controlled substances, cannabis and/or related items; processes reverse role cases; assists with the collection of items at scenes during or after working hours and maintains favorable relations with agencies serviced.
* Utilizing chemical and specialized instrumental techniques such as infrared or mass spectrometry, processes and examines/compares the evidence in complex cases to determine its qualitative and quantitative content. Conveys the results to submitting agencies and the judicial system by verbal communications, written reports and testimony in court.
* Technically reviews Chemistry reports for accuracy and completeness; reviews all equipment logbooks and other logbooks as developed.
* Proofreads case reports of other analysts and conducts in depth case file reviews on work of other analysts.
* Assists supervisor by preparing statistical reports on cases worked and related activities. Provides training for laboratory users and assists with training staff members. Provides information on the laboratory to the general public as approved.
* Orders drug standards and other special items for the section and maintains drug inventory.
* Acts as a technical advisor to less experienced personnel.
* Performs safety checks and conducts routine maintenance on specialized instrumentation. Instructs others in the proper and safe utilization of these instruments and oversees proper maintenance of the equipment. Conducts quality checks on reagents and preparing new reagents as needed.
* Reviews pertinent literatures and attends/participates in professional training and seminars.
* Develops new and/or improves existing techniques for evidence examination/analysis, making recommendations as to their implementation.

**REQUIRED MINIMUM QUALIFICATIONS**

**Education/Experience**

* Requires a bachelor's degree in a natural or forensic science or related discipline.
  + Option B subsumes the laboratory discipline areas of trace chemistry/microscopy, drug chemistry and toxicology.
  + Option B requires, in addition to the bachelor's degree in natural or forensic science requirement, a minimum of twenty (20) semester hours of chemistry with a total of sixty (60) semester hours of natural science.
* Requires five (5) years of professional forensic science work experience such as would be gained at the advanced caseworker level.

**Other Experience**

* Requires thorough knowledge of statistical methods and procedures.
* Requires extensive knowledge of laboratory techniques and methods of applications utilized in Forensic Drug Chemistry.
* Requires extensive knowledge of collecting and preserving physical evidence.
* Requires experience in court extensive knowledge of photographic techniques used in evidence examination and courtroom presentation.
* Requires extensive knowledge of state, federal, and local criminal laws and regulations as they relate to the examination of physical evidence.
* Requires extensive knowledge of the rules of evidence in criminal law.
* Requires extensive knowledge of scientific research methods and procedures as it relates to the job.
* Requires ability to establish and maintain satisfactory working relationships with coworkers, other law enforcement personnel, and legal personnel.
* Requires ability to coordinate the activities of a small group or staff.
* Requires ability to perform specialized and sensitive physical evidence examination cases in an accurate and progressive manner.
* Requires ability to communicate thoughts, interpretations of scientific examinations, and conclusions in a clear, concise, and logical manner both orally and in writing.
* Requires ability to testify in court as both an expert and rebuttal witness.
* Requires ability to perform literature search and other scientific research relative to forensic science.
* Requires ability to coordinate and conduct training seminars for user agency personnel.
* Requires ability to coordinate and perform preventative maintenance of laboratory equipment and vehicles, adjust and calibrate sensitive equipment, and quality control activities.
* Requires ability to perform laboratory inspections and proficiency testing in assigned discipline area.
* Requires ability to respond to emergency situations 24-hours a day, seven days a week.
* Requires ability to pass an ISP background check.

**PREFERRED QUALIFICATIONS**

* Prefers a master's degree or higher in one of the biological, natural, physical, forensic sciences, or related discipline.

**APPLICATION PROCESS**

**Once the Forensic Scientist III positions have been posted at workforillinois.gov,5 applicants should carefully read the entire posting for instructions.**

All applicants must complete a State of Illinois CMS100 Employment Application, which is available online for completion under “Forms”.[[2]](#footnote-2) Assistance in completing the CMS100 is also available [[3]](#footnote-3), as is a troubleshooting guide. [[4]](#footnote-4) ***Please see new CMS application and grading processes below effective November 1, 2019. It is recommended that you begin completing the CMS100 application now, as it is very detailed.***

**Current State Employees seeking a voluntary reduction, former State employees who have held certified status, and Merit System Transfers:**  Submit an [Official Position Vacancy Bid Form](https://www2.illinois.gov/sites/work/Documents/pdfs/app_bidform.pdf), [CMS100](https://www2.illinois.gov/sites/work/Documents/pdfs/app_cms100.pdf) (7/2019 version) along with copies of official college transcripts to the Agency Contact listed above within the bid/posting period.  A Bid Form and CMS100 must be submitted for each Bid ID/posting you want to apply for.  On the CMS100 page 1, list the County, which is the location of the Forensic Science Laboratory, where you will be training and be permanently assigned. Failure to do so will result in your application being rejected. You cannot submit application(s) until the position is posted. Applications received before and after the official posting dates will be rejected.

**Non-State Employees:**  Submit a [CMS100](https://www2.illinois.gov/sites/work/Documents/pdfs/app_cms100.pdf) (7/2019 version) along with copies of official college transcripts and proof of Veteran's status (if either or both are applicable) to the Agency Contact listed above within the bid/posting period.  A CMS100 must be submitted for each Bid ID/posting you want to apply for. Failure to do so will result in your application being rejected. You cannot submit application(s) until the position is posted. Applications received before and after the official posting dates will be rejected.

**HIRING AGENCY:**

Illinois State Police/Human Resources

801 S. 7TH Street, Ste. 700 Annex

Springfield, IL 62703

ISP.JobPostings@illinois.gov

Questions: Contact Director of Training & Applications Bill Demuth at 217-557-2399.

1. State employee benefits <https://www2.illinois.gov/cms/benefits/StateEmployee/Pages/default.aspx> [↑](#footnote-ref-1)
2. Application Form (CMS100) <https://www2.illinois.gov/sites/work/Pages/Download.aspx> [↑](#footnote-ref-2)
3. Application Form Help <https://www2.illinois.gov/sites/work/pages/cms100_help.aspx> [↑](#footnote-ref-3)
4. Trouble Shooting <https://www2.illinois.gov/sites/work/Documents/pdfs/PDFDownloadHints.pdf>

   5 Postings: <https://www.workforillinois.gov> [↑](#footnote-ref-4)