



TRAVIS COUNTY
invites applications for the position of:

Toxicologist

SALARY: \$51,934.48 - \$64,918.26 Annually

OPENING DATE: 12/04/15

CLOSING DATE: 01/17/16 11:59 PM

JOB SUMMARY:

Under the general direction of the Forensic Toxicologist Chief, performs routine and special forensic toxicological analysis of body fluids and tissues. Plans and coordinates daily activities in the laboratory. Maintains care, custody and control of specimens and forensic evidence. Operates and maintains laboratory instruments. Performs tests and produces documentation for completion of reports of laboratory findings. Develops and writes analytical methods and quality control procedures. May supervise and train laboratory technicians.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of four toxicology-related job classifications within the Medical job family. Incumbents perform complex forensic and chemical analysis and are responsible for completion of lab reports. Duties require an advanced degree of initiative and independent judgment. This classification is distinguished from the Forensic Toxicologist Deputy Chief in that incumbents do not function in a leadership role, have no formal role in the development and oversight of the quality control program and do not function as lead workers. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Performs qualitative and quantitative chemical analysis.
- Documents laboratory findings and quality control data.
- Trains and supervises laboratory technicians.
- Maintains laboratory equipment.
- Provides information on drugs to staff and outside agencies.
- Prepares and reviews analytical reports, and develops and documents analytical methods.
- Maintains laboratory inventory.
- May develop and documents quality assurance procedures.
- Receives specimens and other forensic evidence.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Chemistry, Biochemistry, Medical Technology, Forensic Science or a

directly related field AND three (3) to four (4) years of directly related increasingly responsible experience in chemical analysis;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

Valid Texas Driver's License.

Preferred:

Master's degree in Chemistry, Biochemistry, Pharmacological Science, Forensic Toxicology or a directly related field.

Directly related forensic toxicology experience.

Knowledge, Skills, and Abilities:

Knowledge of:

- Chemical analysis and laboratory procedures.
- Forensic toxicological principles, methodologies, theories and practices.
- Policies, practices, procedures and terminology.
- Principles and procedures of record keeping.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business English, spelling and arithmetic.

Skill in:

- Using and caring of medical equipment and calibrate and operate modern analytical instrumentation.
- Recording accurate analysis of results.
- Compiling data and preparing technical reports.
- Both verbal and written communication.

Ability to:

- Develop and/or modify analytical procedures.
- Interpret, follow and enforce written policies and procedures.
- Deal with death-related environment daily and unpleasant odors associated with autopsies.
- Work in morgue environment with daily contact with decedents, including those in a decomposed state.
- Work independently.
- Exercise sound judgment and make sound decisions.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Perform research, analyze complex data, and prepare plans and reports.
- Perform in a stressful environment, while maintaining a professional manner.
- Establish and maintain effective working relationships with departmental clientele,

representatives of outside agencies, other County employees and officials, and the general public.

WORK ENVIRONMENT & OTHER INFORMATION:

Physical requirements include the ability to lift/carry up to 25-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate laboratory equipment and basic office equipment and computer. Subject to sitting, client/customer contact, standing, walking, climbing stairs, bending, twisting, stooping, kneeling, crouching, squatting, pushing, reaching, and repetitive motion to perform the essential functions. Must possess sufficient physical strength and emotional stability to work under adverse conditions. Subject to various biological/infectious, chemical, mechanical, electrical, explosive and radiation hazards, and exposure to fumes, noxious odors and toxic wastes. Daily contact with biohazardous materials.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

Department: Medical Examiner

Location: Downtown, 1213 Sabine Street, Austin, TX

Hours: 8:00 AM-5:00 PM, Monday through Friday.

Criminal and educational background checks are required.