



NON-SWORN MEMBER VACANCY

The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level.

DATE: March 6, 2026

JOB VACANCY MEMORANDUM NO. 26-11

TITLE: Forensic Specialist III, DNA Section Criminalist

ELEMENT OF ASSIGNMENT: DNA Section/KC Police Crime Laboratory

PAY RANGE: 54

STARTING MONTHLY SALARY: \$4,693 to \$8,209

VACANCY STATUS: Anticipated

EXPIRATION DATE: April 3, 2026

REQUIREMENTS:

**** THIS IS A GRANT FUNDED POSITION AS PART OF THE DNA CAPACITY ENHANCEMENT AND BACKLOG REDUCTION GRANT ****

Job Objectives: (Purpose of the position.)

To examine, identify, and analyze various types of evidence and produce written reports of findings. To testify as an expert witness in court.

Essential Job Functions: (Functions essential to attaining job objectives.)

1. Conduct physical, microscopic, and instrumental analysis of biological evidence in a scientific and legally accepted manner.
2. Comprehend training and satisfactorily complete competence testing and maintain proficiency.
3. Prepare written reports on the results of examinations, perform reviews of casework and render credible expert witness testimony in depositions and in a court of law.
4. Possess strong communication, time management, writing, analytical and decision-making skills. Incumbent is required to consistently exercise discretion, sound judgment, and must comply with all accreditation mandates

to assure quality of results and analysis. Failure of any quality assurance mandates must be reported, whether it is of their own or another analyst.

5. Maintain and perform operational checks on equipment; oversee inventory supplies.
6. Provide information, training, and assistance to law enforcement, attorneys, and the community concerning forensic science topics.
7. Continue advancing skills through research, attendance to educational conferences and relevant courses or workshops.
8. Regular and reliable attendance is essential and must have the ability to work mandatory overtime, flexible hours, nights, and weekends and/or holidays when necessary.
9. Must have the ability to work outside in all types of weather conditions. Assist in crime scene investigations where appropriate.
10. Perform other duties as required.
11. This case specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

Job Standards: (Minimum qualifications needed to perform essential functions.)

The incumbent is required to have:

- a Bachelor of Arts degree, Bachelor of Science degree, or an advanced degree or its equivalent in a biology, chemistry, or forensic science related area;
- at least 9 credit hours of coursework in a biology or chemistry related area that provides an understanding of the foundation of DNA analysis and coursework covering statistics or population genetics (per the FBI QAS); and
- close attention to detail and a high degree of accuracy.

Incumbent must have a valid driver's license.

Incumbent is required to submit a DNA standard for quality control purposes.

Incumbent will be required to complete post offer, pre-employment testing per Department Policy.

Physical Requirements: Incumbent must be able to perform moderate lifting (up to 50

pounds) and extended periods of sedentary work. Incumbent must have the ability to differentiate colors.

Exposure to hazardous materials, noise levels, and working conditions exist. Work may involve decomposing corpses, body fluids, exposure to contagious diseases, and potentially deadly unknown materials.

Job Location: (Place where work is performed.)

This position operates primarily in a criminalistics laboratory.

Equipment: (Machines, devices, tools, etc., used in job performance.) Computer, telephone, facsimile, scanner, photocopier

- Photographic equipment
- Vehicle
- Microscope, balance
- Real-time quantitation instrumentation, thermal cycler, genetic analyzer

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D., and college transcripts to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Jennifer Howard, Chief Criminalist Supervisor, DNA Section** by no later than **April 3, 2026**.

Outside applicants interested in being considered for the position must submit a cover letter, resume and college transcripts to Mindy.Davis@kcpd.org, to be received no later than **April 3, 2026**.

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during the full term of their employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

Selected applicants who meet all of the qualifications will be contacted individually to schedule an interview. Selected applicants must submit to a CVSA, post-offer physical examination and routine drug screen.

Captain Justin Pinkerton
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Commander, Employment Unit