

Sumter County Office of Human Resources



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Sumter County is Presently Seeking a Chemist In the Operations Bureau of the Sheriff's Department Starting Salary DOQ

Examples of Work Performed: Oversees the daily functions necessary for the effective and efficient laboratory administration and operations, including ensuring compliance with safety and other regulations, developing and implementing policies and procedures, preparing and administering the laboratory budget, and maintaining accurate and up-to-date records. Maintains inventory of laboratory equipment, supplies and materials. Performs preventive maintenance on laboratory equipment; troubleshoots problems and performs repairs and adjustments as necessary. Processes crime scenes, searches for and collects physical evidence; documents and preserves evidence; provides crime scene security as necessary. Provides security of evidence/narcotics while in transit. Prepares samples for analysis; performs chemical, instrumental, wet chemical and microscopic analysis of physical evidence; reviews and interprets data, and prepares required laboratory and analytical reports. Transports evidence to SLED for further analysis as required. Maintains accurate and complete case documentation; keeps supervisor informed of case developments and problems. Prepares evidence for court presentation; provides expert testimony as necessary. Supervises and/or conducts research projects as assigned or appropriate. Plans, assigns and reviews the work of assigned interns; provides technical training in laboratory methods and procedures. Performs general law enforcement duties as required. Performs general administrative work as required. Operates a variety of office equipment and instruments. Utilizes clerical and computer supplies, chemical agents, restraining devices, etc., and a variety of police-issued materials and supplies as needed. Attends workshops, classes, seminars, etc., as required to maintain professional knowledge and skills; reviews literature to keep abreast of new trends and technologies applicable to criminal analysis; maintains required level of proficiency in the use of firearms. Receives, reviews, prepares and/or processes various records and reports. Interacts and communicates with various groups and individuals. Participates in public relations and public education efforts as required; conducts tours of the laboratory as scheduled. Performs related duties as required. Reports to the Operations Lieutenant.

Required Knowledge, Skills & Abilities: Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has comprehensive knowledge of the terminology and various professional languages used within the department. Has knowledge of the layout of local roads and of the locations and characteristics of the various neighborhoods. Has considerable knowledge of the structure, function and inter-relationships of state and local law enforcement agencies. Has considerable knowledge of up-to-date law enforcement procedures. Have considerable knowledge of firearms, automotive, radio and other law enforcement equipment. Is skilled in the use of firearms. Has considerable knowledge of legal rights of accused persons and law enforcement. Has considerable knowledge of criminal behavior and methods of operation. Has knowledge of and skill in the collection and analysis of criminal evidence. Has knowledge of methods, procedures and safety precautions required for the handling, preservation and maintenance of evidence. Have knowledge of and skill in conducting chemical, biochemical and other diagnostic tests on evidence, including narcotics, as required for criminal investigations. Is able to work in uncomfortable and/or dangerous conditions as necessary. Is able to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others. Is able to perform duties under the pressure of very high expectations for exemplary and non-erring leadership, management, professionalism, and implementation of law enforcement policies. Is able to show a high level of discretion and flexibility in daily operations. Is able to analyze problems

encountered on the job and recommend viable solutions. Has the ability to offer assistance to co-workers and employees of other departments as needed. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize, and prioritize daily assignments and work activities.

Has the ability to deal courteously, yet firmly and effectively with the public in police situations. Is able to communicate effectively with a wide variety of public and private groups and is persuasive in such communication. Is able to make public presentations. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of modern office practices and technology; has skill in the use of computers for work and data processing, and records management. Has the mathematical ability to handle required calculations. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

Minimum Requirements: Requires a Bachelor's degree in biochemistry, chemistry, biology or related field supplemented by four to five years of law enforcement and criminal analysis/laboratory management experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state driver's license. Must have successfully completed required law enforcement coursework and hold required law enforcement certifications. Must possess drug analysis certification from SLED.

Benefits: One of the most important benefits offered to full time Sumter County employees is the opportunity to select the State Health Plan for insurance coverage. The plan offers complete freedom of choice in selecting a doctor or health care provider, the choice of treatment facilities, as well as where and how to purchase medication. Retirement benefits are offered to all Sumter County employees who are eligible and members of the South Carolina Retirement System (SCRS) or the Police Officers Retirement System (PORS). A complete listing of benefits offered will be given at the interview and again during the benefits orientation.

Qualified applicants interested in applying should:

Visit the Sumter County Sheriff's Office website at:

www.sumtersheriff.org

Opening Date: May 20, 2021

Closing Date: Until Filled

**EEO/AA
DRUGS DON'T WORK**