

PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR JUNIOR FORENSIC SCIENTIST (TRACE CHEMISTRY)

MAIN RESPONSIBILITIES AND TASKS

1. Ensures availability and full support for manager, Quality Assurance Supervisor (QAS) & Section Supervisor (SS).
2. Complete required training within specified timeframe. Stays abreast with latest developments in the field. Participates in maintaining hygienic laboratory environment as assigned by manager or SS.
3. Receives evidence from Evidence Receiving Unit.
4. Conducts case work as per scope of the trace chemistry section.
5. Conducts technical and administrative review of co-workers case work.
6. Operates, maintains and conducts basic trouble shooting of laboratory instrumentation.
7. Evaluates data and issues report to the submitting agency.
8. Testifies as an expert witness (Court testimony) as and when directed by manager, SS or QAS (in the absence of manager).
9. Participates in research projects under the direction of SS and Trace Lab. Manager.
10. Reports to the manager, SS or QAS, if any non-professional practice is being carried out in the laboratory.
11. Cleaning of work area sinks and hoods as assigned by manager or SS.
12. Ensures the use of appropriate PPE while working in the lab.

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