

**JOB DESCRIPTION: SEIZED DRUG ANALYST****Job Description: Seized Drug Analyst**

Using a panel of Subject Matter Experts (SME), a job analysis was conducted to define the job of Seized Drug Analyst. Below is a list of duties and associated tasks for the job of Seized Drug Analyst that was used to develop the Seized Drug Analysis certification examination. To learn more about the development of this examination, please refer to the ABC website.

- Prepare Laboratory Workspace
 - Clean laboratory work area
 - Prepare screening test reagents
 - Prepare instrumental reagents
 - Prepare testing reagents (e.g., acid/base solutions, derivatizing agents, solvent mixtures)
- Perform initial casework assessment
 - Maintain chain of custody
 - Generate case notes
 - Coordinate analysis with other disciplines
 - Verify case information and integrity
 - Inventory and select items for analysis
 - Document sample quantity (e.g., weight, volume, count)
 - Implement sampling plan
 - Perform color tests
 - Perform microscopic analysis
 - Perform physical identification
- Perform qualitative instrumental analysis
 - Select qualitative instrumental analysis
 - GC-MS: prepare samples, perform analysis, and evaluate data
 - FTIR: prepare samples, perform analysis, and evaluate data
 - GC-FID: prepare samples, perform analysis, and evaluate data
- Perform final casework assessment
 - Evaluate seized drug case data
 - Perform additional analysis
 - Complete review process
 - Deliver customer results



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- Perform technical reviews
 - Review administrative information
 - Review technical information
 - Participate in case record mediation
 - Approve final report
- Provide and enhance seized drug expert knowledge
 - Participate in pretrial conferences
 - Provide judicial seized drug expert testimony
 - Process communications (e.g., email, phone calls)
 - Review judicial rulings
- Maintain quality control and validation
 - Maintain measurement uncertainty budgets
 - Maintain seized drug reference standards
 - Participate in and perform laboratory audits (e.g., safety, quality, evidence)
 - Participate in seized drug proficiency tests
 - Verify screening test reagent performance
 - Perform validation studies
- Maintain laboratory equipment
 - GC-MS: preventive maintenance, verify performance, troubleshooting
 - GC-FID: preventive maintenance, verify performance, troubleshooting
 - FTIR: preventive maintenance, verify performance, troubleshooting
 - Balances: preventive maintenance, verify performance
 - Microscope maintenance
- Perform administrative tasks