

Classification Title: Forensic Photographer

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Provides County law enforcement agencies with digital photographic services and the District Attorney's office with courtroom displays and photographs. Reviews and recommends software for the photo lab.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Converts digital images from memory cards to hard disks, maintaining the evidentiary integrity of the transferred images. Enlarges photos from archived disks. Troubleshoots photo and related computer equipment.
2	L	Reproduces rough crime scene drawings provided by agents. Creates customized displays and mounts finished product for courtroom display.
3	L	Photographs special displays and projects. Prints photos and assists in display design.
4	L	Responds to crime scenes as requested. Photos crime scenes for use as evidence.

CLASSIFICATION REQUIREMENTS:

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Education	Associate's degree in Photography, Graphic Arts or related field.
Experience	Two years experience in digital photography or graphic arts.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Valid driver's license, Basic Law Enforcement Certification.
Reading	Basic
Math	Basic
Writing	Basic
Managerial	Receives General Direction.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.

CLASSIFICATION REQUIREMENTS	
Supervisory / Organizational Control	No responsibility for the direction or supervision of others.
Interpersonal / Human Relations Skills	Work requires regular contact with individuals and may require providing advice to others on specific issues and/or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Communications equipment, photographic equipment, fax machine, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None.