

Classification Title: CCBI Agent

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Investigates crime scenes located or initiated within the County's jurisdictional area when requested by state, local or federal law enforcement. Aids in the identification of criminal suspects.

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 asignificant 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	H	Investigates crime scenes by interviewing officers on the scene and confirming all legal requirements are met. Interviews witnesses or victims to discuss the scope of investigation and methods to be utilized in gathering evidence.
2	H	Locates, documents, develops, secures and packages physical evidence for scientific evaluation and court display. Prepares detailed reports regarding observation and activities
3	M	Processes and tests evidence in the lab using a variety of chemicals and equipment. Packages, labels and seals items to ensure further scientific examination and possible courtroom display. Ensures chain of custody is maintained.
4	L	Maintains detailed records of work performed for use by law enforcement and in the courtroom. Testifies to crime scene findings, methods of collection, processing, and packaging and chain of custody maintenance.
5	M	Seeks out and completes ongoing training to retain and enhance certifications.

CLASSIFICATION REQUIREMENTS:

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Education	Associate's degree in Forensic or Natural Science, Criminal Justice, or related field.
	Experience two years of experience in crime scene investigation, physical evidence collection or law enforcement investigation; or equivalent.
Equivalent Education & Experience Accepted?	Yes

CLASSIFICATION REQUIREMENTS	
Certification and Other Requirements	A valid driver's license and a "safe" driving record required. IAI Crime Scene Certification required within 18 months of employment. Must maintain a current certification thereafter. If Sworn - North Carolina State Department of Justice In-service Training must be completed annually; If caring a fire arm must complete the annual fire arm training.
Reading	Advanced
Math	Intermediate
Writing	Intermediate
Managerial	Receives General Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium X	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:

Vehicles, cameras, light sources, brushes, chemicals, casting equipment, hand and power tools, computers, printers and related software

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

(1) N/A

(2) Crime scenes and labs

PROTECTIVE EQUIPMENT REQUIRED:

Body armor, biohazard suits, gloves, related protective clothing, eye and hearing protection