

Classification Title: Forensic Examiner

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Responsible for linking forensic evidence to criminal suspects by analyzing latent print impressions or computer equipment and other technical/digital devices recovered from crime scenes and/or other relevant locations. Using scientific methodology, will document receipt of submitted evidence, conduct the examination of evidence, develop/plan techniques to be used, record the examination results and testify to those results in court if required.

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	Incumbent is assigned to one (1) of two (2) areas of responsibility: Forensic Latent Examination <u>OR</u> Forensic Computer/Technology Examination. Forensic Latent Examiners perform examinations of fingerprints, palm prints, shoe tracks, tire tracks and/or glove impressions. Forensic Computer/Technology Examiners use hardware and software programs to conduct forensic examination of computers, digital devices and media in the development of criminal evidence.
2	S	Documents receipt of physical evidence and maintains chain-of-custody standards. Compiles, analyzes and reports latent print or computer data with the goal of linking forensic evidence to individual suspects. Utilizes scientific methodology to perform detailed analysis and reporting. Determines validity and significance of data and develops conclusions and/or recommendations. Independently plans and organizes the examination approach and modifies established procedures or develops new approaches when necessary. Works closely with law enforcement agents to obtain additional information as needed.
3	S	Testifies as an expert witness in the courtroom, presenting forensic findings, conclusions and knowledgeable opinions. Defends procedures and identification techniques. Evidence is subject to re-examination by other court-appointed experts.
4	S	Maintains scientific and laboratory standards in all procedures related to forensic examination and reporting. Stays abreast of latest research methods, forensic techniques and products.

5	L	As a Forensic Latent Examiner, operates the automated fingerprint identification system and other sophisticated laboratory equipment. As a Forensic Computer/Technology Examiner, calibrates and maintains specialized equipment used in the forensic computer unit.
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CLASSIFICATION REQUIREMENTS:

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Education	Bachelor's degree in Police Science, Law Enforcement or related field.
Experience	Two years of experience in latent examinations or forensic science.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	A valid driver's license and a "safe" driving record required. International Association for Identification Latent Print Examiner certification required within 18 months of employment for individuals performing Latent Print Examination.
Reading	Advanced
Math	Intermediate
Writing	Intermediate
Managerial	Receives General Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	No responsibility for the direction or supervision of others.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a 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. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	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:

Cameras, CY VAC Superglue fuming chamber, fuming hood, fingerprint magnifier, forensic optical comparator, ridge counters, 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:

Lab coat, latex gloves, goggles and personal protection equipment