

FORENSIC SPECIALIST

DEFINITION

Under general direction performs routine assignments involving the collection and maintenance of criminal identification records and police evidence.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Collects and documents evidence at crime scenes and processes and preserves evidence for use in possible criminal prosecution; maintains chain of custody for evidence collected at crime scenes; collects fingerprints, takes photographs and makes video records of possible evidence at crime scenes; collects and preserves biological samples and conducts splatter analysis at crime scenes; prepares reports of evidence collected and records crime scene observations and details; oversees assigned staff in the analysis of crime scene evidence; inputs fingerprint information into state identification system.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of crime scene analysis and evidence chain of custody procedures

Knowledgeable of fingerprinting and biological sample collection techniques

Knowledgeable of splatter analysis procedures

Knowledgeable of and proficient in operating a personal computer and MS-Office software package

Skilled in collecting, documenting, and processing evidence at crime scenes for possible use in criminal prosecution

Skilled in analyzing, preserving, storing and safely securing forensic evidence and property

Skilled in following and providing oral and written instructions

Skilled in establishing and maintaining productive working relationships

Ability to perform assignments independently and exercise good judgment

Ability to effectively communicate verbally and in writing

Ability to analyze and compare latent prints

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, bending, and lifting up to 20 pounds. Incumbents may be exposed to repetitive motion, vision to monitor, extreme temperatures and weather, moving traffic, hazardous chemicals and toxic fumes, infectious diseases and air, water and blood borne pathogens.

QUALIFICATIONS

Associates degree in Administration of Justice, Chemistry, Biochemistry, Forensics or closely related field, **AND** one year experience as a paid or volunteer intern in crime scene investigation and/or crime scene analysis; **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License.