

JOB TITLE: Criminalist I

JOB CODE: 15.10

GRADE: 11

CLASSIFICATION: Non-Exempt

PURPOSE OF THE POSITION: To perform beginning or entry-level work as a Criminalist by assisting in the investigation of crimes through the collection and analysis of evidence from crime scenes in order to help in the identification of the perpetrator and to prove and sustain any charges brought in the judicial system.

MINIMUM QUALIFICATIONS: High school graduate or equivalent and one (1) year experience in identification technology or a logically related field (such as photography; or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills and abilities.

SPECIAL REQUIREMENTS:

- Ability to acquire the skills and knowledge required to quickly and efficiently perform the duties of processing persons being booked by the Police Department (fingerprinting, measuring, photographing, etc. as required) as well as individuals being similarly processed for employment and other reasons.
- Ability to learn and execute the proper procedures and methods of collecting, packaging, preserving and processing all forms of evidence obtained from crime scenes.
- Working knowledge of cameras and various types of equipment used to develop and print film.
- Ability to acquire the knowledge of techniques of casting footprints, of classification/comparison/filing of fingerprints, etc.
- Ability to write detailed reports on facts and findings.
- Ability to perform effectively under pressure in association with both criminal and civilian elements.
- Ability to establish and maintain effective working relationships with superiors, fellow employees and the general public.

ESSENTIAL FUNCTIONS:

- Assists in the comparison and classification of fingerprints obtained according to files.
- Assists in the development of film and photographs taken relative to both ID processing and crime scene investigations.
- Assists in searching crime scenes, collecting, packaging, preserving and processing trace evidence, footprint casts and related items of information.
- As assigned, performs photography work.
- May be assigned to attend available courses in advanced ID procedures.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

PUBLIC CONTACT: Extensive public contact.

SUPERVISION RECEIVED: Under the supervision of the Police Chief or designated representative.

SUPERVISION EXERCISED: None.

PHYSICAL REQUIREMENTS: This is light work requiring exerting up to 20 pounds of force occasionally and up to 10 pounds of force frequently. Work requires considerable physical activity including walking, lifting, reaching, stooping, pulling, grasping, balancing, climbing, kneeling, standing, and crouching. Incumbent is subject to inside and outside activities with no effective protection from weather changes, noise, vibrations, job hazards, and atmospheric conditions. Incumbent is also required to hear sufficiently to perceive information at normal spoken word levels. Manual dexterity is required to operate equipment in performance of duties.

ORGANIZATIONAL STATUS: Under the direction of and responsible to the Police Chief or designated representative.