ASHEVILLE, NORTH CAROLINA

Classification Specification

Forensic Services Technician
Job Code: 6145
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to process crime scenes by collecting, analyzing, identifying, and preserving evidence for the Police Department.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Processes crime scenes: examines crime scenes for evidence; identifies, collects, and preserves physical evidence; performs crime scene photography and sketching; maintains control and chain-of-custody over physical evidence collected; ensures proper handling, packing, and transport of evidence to crime laboratory or evidence and property room; and performs crime scene processing according to established rules, regulations, and procedures.

Processes evidence: tests, evaluates, and compares trace evidence; utilizes established laboratory techniques and processes; and completes and submits reports regarding the testing, evaluation, and comparing of evidence.

Processes and examines latent fingerprints: utilizes the latest technology and methods available in the development of latent prints; and evaluates and identifies latent prints to known inked impressions.

Assists with other law enforcement investigations and evidence collection and processing, such as arson and fire investigation, crash investigation, and autopsies.

Documents all investigative information: prepares detailed case reports and records; enters/uploads information into department databases; and verifies accuracy and completeness of information.

Participates in court activities: prepares cases for prosecution; and testifies in judicial proceedings regarding findings and procedures used in evidence collection and processing.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, trends, techniques, and practices relating to collecting and processing evidence; reads professional literature; maintains professional affiliations; and attends meetings, workshops, conferences, and training sessions as required.

Operates and maintains a motor vehicle, digital camera, video camera, forensic processing tools and equipment, fingerprinting tools and equipment, laboratory tools and equipment, trajectory kit, etc.

Communicates with supervisor, other City employees, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, requests for examination, forensic reports, property vouchers, expungements, time sheets, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Criminal Justice, Forensic Science, Chemistry, Biology, or a related field required; supplemented by two years of experience in forensics; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain the following additional certifications: Division of Criminal Investigation and Crime Scene Investigator.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, taste, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, unsafe structures, heights, confined spaces, traffic hazards, bright/dim lights, toxic agents, disease, and pathogenic substances.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.