

FORENSIC SERVICES ASSISTANT

POSITION DESCRIPTION

Classification Responsibilities: A Forensic Services Assistant is responsible for providing clerical, receptionist, and technical assistance in the Forensic Services Section of the Police Department. Work involves the following duties: fingerprinting applicants considered for hire within the Police Department, monitoring access to the Forensic Services areas, maintaining the Subpoena Logbook for assigned units of the Forensic Services Section, researching databases for information regarding photo requests for the Photo Lab Unit, assisting the Photo Lab Technician as needed, and submitting payroll for the Forensic Services Section personnel. A Forensic Services Assistant is also responsible for: maintaining, requesting, and issuing supplies; scanning and indexing documents; and performing data entry. This class performs related duties as required.

Distinguishing Features: The Forensic Services Assistant is a civilian classification. A primary function of this class is to handle a variety of requests made upon the section so that other members may conduct forensic examinations in the laboratory without being interrupted. A Forensic Services Assistant must exercise initiative and work independently. An incumbent may be trained to perform several functions/processes for various units within the Section in order to provide assistance where needed. The Forensic Services Assistant is distinguished from other technical positions by the former's performance of clerical duties and support role. Supervision is received from a Forensic Services Supervisor. The nature of the work may involve exposure to dangerous chemicals. This class is FLSA nonexempt.

QUALIFICATIONS

Education and Experience: Requires any combination of training, education, and experience equivalent to graduation from high school or GED. Requires at least three years of progressively responsible clerical experience. Experience with photography and fingerprinting processes is desirable.

Special Requirement: Because of the confidential and sensitive nature of the work performed, successful completion of a polygraph and background investigation is required.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, sworn personnel, other City employees, management, and personnel from other agencies. Prepares written documents.

Manual/Physical: Operates a variety of standard office equipment such as a personal computer (PC), copy machine, facsimile machine, and laminator. Distinguishes colors to ensure that the quality of color prints being produced is acceptable. Detects hazardous materials such as photo lab chemicals. Detects alarms that are related to film processing equipment regarding chemical levels and the status of film. Uses common hand tools such as a screwdriver to maintain photo and office equipment. Enters information into a PC in order to update the Police Information Management System (PIMS) and Section databases. Installs or replaces ribbons, cartridges, and oil in order to maintain the operation of printers, copy machines, and typewriters. Prepares bundles of mail for distribution and sorts, files, and

distributes incoming mail and products. Performs physical inventories of supplies. Works with cleaning fluids and chemicals using normal routine protective equipment to clean the fingerprint area and the photo lab.

Mental: Coordinates requests for information maintained by the Forensic Services Section with other City departments and governmental agencies. Conducts research and analyzes data such as warehouse requests. Prioritizes own work and requests that come to the Forensic Services Section. Comprehends and makes inferences from written material such as departmental policies and procedures; City, county, state, and federal regulations in order to perform duties and maintain required information. Learns job-related material on-the-job and in a classroom setting.

Knowledge/Skill/Abilities:

Knowledge of:

modern office practices and procedures;
law enforcement activities and the organization of a police department; and
federal and state regulations governing the maintenance and dissemination of criminal history information.

Skill in operating a PC and standard office equipment (including City standard software).

Ability to:

learn the departmental procedures and policies regarding the Forensic Services Section;
learn how to assist with photographic processing;
learn how to fingerprint persons;
maintain the security and confidentiality of information;
maintain composure during stressful working conditions; and
establish and maintain effective working relationships with coworkers, sworn personnel, other laboratories and law enforcement agencies, City personnel, and the general public.

New and Replaces Police Identification Assistant 8/04

KB/cjh

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EEO-A/S

NIDA-None

RESP-None

PAY RANGE: 37

SH-02

CDL-None