

Job Class Code: 7154	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to collect and process evidence related to crimes. The class is responsible for collecting, processing, safeguarding, and presenting evidence, preparing reports, and administrative duties. The class works according to set procedures under direct supervision of the Forensic Unit Supervisor. This job classification provides service to the community on a 24 hour basis during all hours of the day and night. In order to accommodate this 24 hour service, this job class is required to work on rotating schedules, which includes working weekends and holidays, and may involve work in excess of regularly scheduled hours (overtime) when required by operational necessity.

TYPICAL TASKS

- Collects evidence at crime scenes or related areas using technical processes to find, collect, store, catalog, and transport.
- Prepares representations of crime scenes or related areas using still or motion video, sketches, notes, or other processes.
- Processes, classifies, and safeguards evidence using laboratory or other physical processes to determine characteristics or other information concerning evidence.
- Prepares evidence information for use, presents to others, and testifies about evidence in court.
- Performs related duties such as fingerprinting, maintaining chemicals, supplies, and technical equipment.
- Performs administrative functions such as recording statistical information, compiling reports, performing specialized studies, coordinating with other agencies or the public, and maintaining logs and forms.
- Trains others on evidence collecting and processing procedures.
- Attends case or staff meetings to exchange information; attends in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.
- Performs routine office tasks, such as typing, filing, faxing, phoning, and copying.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
Interpersonal/People Involvement	Speaks or signals to people to convey or exchange information.
Reasoning Requirements	Performs semi-skilled work involving set procedures but solves frequent problems.
Mathematical Requirements	Uses basic algebra involving variables and formulas, basic geometry involving plane and solid figures, circumferences, areas, distances, angles, and volumes, and computes ratios, rates, and percents.
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and letters; speaks compound sentences using normal grammar and word form.
Mental Requirements	Performs clerical and technical tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgment with obvious choices; requires normal attention for accurate results.
Decisions/Supervisory Control	Makes a few decisions, affecting only the individual.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in forensic science or a closely related field.
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Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of six months of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Special skills or equipment certification may be required.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 03/22/17