

CLASSIFICATION TITLE: CIVILIAN CRIME SCENE TECHNICIAN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to process crime scenes through identifying, documenting, processing, collecting, analyzing, interpreting, maintaining chain of custody, and reporting evidence, and testifying in court the conclusive findings of that crime scene processing. This is a non-sworn (civilian) position.

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.

Responds to requests for crime scene processing and analysis; identifies and collects evidence; documents evidence through video, photography, and sketching; processes physical evidence using various chemicals/processes; maintains chain of custody of evidence; prepares reports on crime scenes and evidence collected.

Tracks leads for criminal suspects and/or compares suspects and classifies fingerprints; analyzes evidence; performs laboratory processing; interprets test results. Checks criminal histories; searches database for suspects; enters fingerprints into a computer database to identify suspect persons.

Testifies in local, state and federal courts as expert witness. Performs administrative duties associated with evidence processing or intake; prepares and checks paperwork; performs identification requests; fingerprints civilians for different types of applicant forms; scans latent print images.

Attends required and optional training conferences to maintain certification as a Crime Scene Technician and to enhance performance; attends civic functions when directed.

Answers telephone calls from citizens, departmental employees, or other government agencies; answers questions or directs caller to appropriate person; provides information to the general public. Assists other agencies as needed.

Selected candidate must be able to work a flexible schedule to meet the needs of the department and work any shift assigned, which may require working nights, weekends, and/or holidays.

Selected candidate must also be available to receive and respond to telephone inquiries from home, while acting in an on-call status.

Performs other related duties as required Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 160 pounds).

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

Some tasks require the ability to communicate orally. Tasks may require exposure to temperature/weather extremes, strong odors/fumes, toxic/poisonous agents, smoke, dust, pollen, wetness, humidity, animal/wildlife, disease/blood/bodily fluids/pathogenic substances, explosives, violence, bright/dim light, noise, vibrations, machinery, traffic hazards.

MINIMUM QUALIFICATIONS

Applicants must be at least twenty (20) years of age and possess a Vocational/Technical diploma or degree, with training emphasis in general science, chemistry, biology or forensics; or one (1) year previous experience and/or training involving fingerprinting, latent prints, classification, photography, chemical use and safety, forensic investigations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Must obtain Peace Officers Standards and Training Council (POST) certification as a Crime Scene Technician within two years.

SELECTION PROCEDURE: Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

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

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