

FORSYTH COUNTY, GEORGIA CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: CRIME SCENE TECHNICIAN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to collect and process evidence at crime scenes and in a laboratory environment, examining fingerprints, taking and developing photographs and performing other functions to assist others in identifying and prosecuting offenders.

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 crime scenes to secure scene boundaries and gather evidence; photographs and/or video tapes crime scene; takes notes regarding observations and actions at crime scene; takes measurements and makes diagrams of scene and evidence; processes scene with appropriate powders, chemicals, and tapes to collect fingerprints; utilizes chemicals to test for the presence of blood; prepares casts of shoe prints and tire tracks; documents and collects swab samples of blood and other substances as needed.

Searches for and collects evidence at or around scene; marks and packages same for placement in the property room.

Prepares reports and documents of activities performed at the scene.

Files reports, CDs and DVDs containing documentation of crime scenes.

Rolls inked prints of Juvenile Offenders and for elimination prints.

Testifies in court as needed.

Assists in collection and documentation of evidence and property at search warrants as needed.

Transports evidence to and from the Evidence Property Storage area.

Transports film and digital media to Photo Lab for processing and printing.

Requests and retrieves inked print cards from Inmate Records.

ADDITIONAL FUNCTIONS

This classification is designated as a safety sensitive position which is subject to random drug and alcohol testing and any other drug testing methods as stated in policies adopted by Forsyth County concerning drug and alcohol.

Answers phone in forensic lab and assists at criminal investigations as needed; copies files and other office documents; files print cards, latent lift cards, and photographs.

Performs other related duties as required

MINIMUM QUALIFICATIONS

Vocational/Technical degree with training emphasis in general science, chemistry, forensics, and photography techniques; 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.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

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; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

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, and crawling, 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, taste, odor, 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, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease, or pathogenic substances.

Forsyth 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.