



**CITY OF HAWTHORNE**  
**HUMAN RESOURCES DEPARTMENT**  
**FORENSICS SPECIALIST**  
Classification Specification  
(Classified)

**JOB SUMMARY**

The Forensics Specialist works under the direction of the Senior Forensic Specialist, and is responsible for performing a full range of complex and technical crime scene investigation duties which include testifying as an expert witness; and performs field and laboratory analysis for processing and comparing fingerprints; and performs related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Forensics Specialist will be responsible for the following:

1. Conducts complex crime scene investigations and utilizes specialized techniques in recognizing, searching, documenting, collecting and preserving physical and biological evidence such as fingerprints, DNA, firearms evidence, and impression evidence.
2. Makes cast and impressions, including tool marks, tire tracks, and shoeprints at crime scenes.
3. Documents crime scenes utilizing digital photography, including videotaping.
4. Performs crime scene sketching and diagramming with the assistance of computer aided software.
5. Performs field and laboratory analysis of physical evidence collected at crime scenes and performs subsequent chemical processing for the detection of latent fingerprints, including laser applications such as the use of alternate light sources (ALS).
6. Performs presumptive chemical analysis on various types of substances including blood, semen and saliva.
7. Produces and stores digital photography using digital image archiving software. Produces crime scene charts and enlargements.
8. Performs latent print examinations, searches, and comparisons using automated fingerprint identification systems (AFIS).
9. Performs detailed comparisons of partial and distorted friction skin evidence to known friction skin exemplars.
10. Prepares court exhibits to depict crime scenes, including latent print comparison charts.
11. Testifies in court as an expert witness in the areas of latent fingerprint analysis, crime scene investigation including the documentation, collection, and preservation of crime scene evidence and/or the results of forensic examination/findings.
12. Prepares detailed reports of crime scene investigations and of forensic analysis performed.
13. Conducts training programs
14. Performs other related duties, as assigned.

**DESIRED MINIMUM QUALIFICATIONS**

**Education, Training & Experience**

Graduation from an accredited college with a Bachelor's degree in criminal justice, forensic science, police science or a related field; and

The ideal candidate will possess some knowledge of crime scene investigation; will have leadership qualities, people skills; possess writing skills, computer knowledge and experience dealing with other law enforcement agencies and interaction with the public.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

**QUALIFICATIONS**

In addition to the minimum requirements, the ideal candidate will possess:

1. Fingerprint classifications systems and analysis.
2. Principles and practices of lifting and preserving latent fingerprints.
3. Automated systems and chemical methods used to identify and compare latent fingerprints to partial and distorted friction skin evidence as well as known friction skin exemplars.
4. Principles and practices of collecting and preserving crime scene evidence.
5. Photographic darkroom techniques.
6. Modern photographic equipment and photography techniques.
7. Computer graphics/digital imaging as it relates to forensic application and processes.
8. AFIS, MBIS, CAL-ID computer operations systems.
9. Respond to crime scenes and search for, collect and preserve physical evidence.
10. Take and process effective and useful crime scene photos.
11. Lift, classify and analyze latent fingerprints according to established systems and procedures.
12. Compare and analyze latent fingerprints.
13. Operate digital camera and video equipment in gathering and presentation of evidence.
14. Accurately and confidently give courtroom testimony regarding the collection of crime scene evidence.
15. Prepare and present thorough and accurate crime scene reports.
16. Work in a team environment and provide specialized knowledge and advice to investigators.
17. Communicate effectively with a wide variety of individuals.
18. Prepare and administer effective oral presentations and conduct training sessions.
19. Establish and maintain effective working relationships with city staff, other agencies, elected officials, public and volunteers.
20. Plan, organize and ensure the completion of work assignments in a timely manner.
21. Learn the processes necessary to accurately reconstruct a crime scene for use during courtroom testimony.
22. Learn the skills necessary to present expert testimony.

## **PHYSICAL DEMANDS & WORK ENVIRONMENT**

Work is both performed in the office and in the field. Physical demands include standing, climbing, reaching, lifting, carrying objects and using a computer for an extended period of time. May be required to work weekends, evenings, nights, and/or holidays and on an on-call basis.

FLSA Status: Non-Exempt  
Bargaining Unit: HMEA

CSC Approved:  
Revised: 6/19/19