



**CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
FORENSICS TECHNICIAN
Classification Specification
(PART-TIME)**

JOB SUMMARY

The Forensics Technician is responsible for performing technical work dealing with the identification, collection and preservation of physical and biological evidence; and performs a variety of clerical and technical duties relating to forensic identification work. Testifies in court.

SUPERVISION RECEIVED

The Forensics Technician works under the direction of the Senior Forensic Specialist.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Forensic Technician. The duties included on this list are examples and are not intended to be all-inclusive or restrictive:

- Assists in and conducts entry-level crime scene investigations; identifies items of evidence, collects and preserves physical and biological evidence including fingerprints and DNA.
- Assists with measurements of crime scenes. Makes casts and impressions, including tool marks, tire tracks, and shoeprints at crime scenes.
- Entry level chemical processing in the lab.
- Rolls and processes fingerprints using both black ink and digital fingerprint computer systems.
- Takes photographs and video using digital and video cameras both indoors and outdoors.
- Downloads digital images from field cameras and copy stations.
- Files and maintains a variety of records and databases.
- Generates reports.
- Provides information and assists the public and law enforcement agencies with a variety of requests and inquires.
- Operates and maintains a variety of forensic equipment and stocks forensic vehicles with supplies.
- Testifies in court as an expert witness.
- Performs other related duties, as assigned.

MINIMUM QUALIFICATIONS

Education, Training & Experience

- Graduation from an accredited college with an Associate's degree AND/OR currently enrolled in upper division course work in criminal justice, forensic science, police science or a closely related field.

Licenses, Certificates and/or Special Requirements:

- A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.
- Must be able to pass a complete background investigation.

Knowledge, Skills and Abilities

- Basic principles of fingerprint classification systems.
- Alphabetical and numerical filing techniques.
- Record keeping skills.
- Knowledge of general computer software applications.
- Basic crime scene investigation skills.
- Basic digital computer imaging knowledge.
- Effective customer services skills.
- Ability to lift and preserve latent prints.
- Ability to roll and file fingerprints.
- Ability to identify, collect and preserve physical and biological evidence.
- Ability to process evidence with chemicals.
- Ability to take photographs and video with digital and video cameras.
- Understand and learn fingerprint lifting and classification work.
- Ability to organize and manage accurate files and records.
- Ability to learn special computer software applications.
- Perform data entry.
- Ability to prepare and maintain a variety of reports.
- Ability to communicate effectively orally and in writing.
- Ability to learn and use law enforcement telecommunications databases and other applications in an appropriate manner, including standards of confidentiality.
- Ability to work with sensitive & confidential data.
- Ability to work cooperatively and effectively with departments' staff, users, and others.
- Ability to provide effective customer service.

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.

WORKING CONDITIONS

May be required to work weekends, evenings, nights, and/or holidays and on an on-call basis.

FLSA Status: Non – Exempt

Bargaining Unit: Part-Time HMEA

Civil Service Status: Non-Classified