

FORENSIC EVIDENCE SPECIALIST

KIND OF WORK

Clerical/technical support work for the Bureau of Criminal Apprehension Forensic Science Laboratory focusing on the receipt, storage and transfer of evidence within the laboratory.

NATURE AND PURPOSE

Under limited supervision, perform a variety of support tasks in the Forensic Science Laboratory office; receive evidence in criminal cases submitted from the law enforcement community; inspect for proper packaging, correct labels, record into the Labor Case Management System, and store until transferred to a Forensic Scientist for analysis. May require court appearances to testify as to the procedures followed during receipt of the evidence; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Receives, marks, stores, and transfers evidence submitted to the laboratory so that evidence is not contaminated and the chain of possession is maintained for court presentation.

Testifies in court when subpoenaed to provide verification that evidence was properly handled.

Types case reports so that the results of analyses are available to submitting agencies.

Assists laboratory phone receptionists as needed so calls from laboratory clients are handled according to established procedures.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Laboratory policies and procedures in order to deal with the reception, storage, and disposition of evidence.

Federal, state, and local laws affecting the handling of physical evidence and the confidentiality of reports.

Laboratory approved procedures concerning phone reception, report preparation, and file maintenance.

Approved safety precautions when dealing with potentially hazardous biological substances.

Forensic Evidence Specialist

Class Specification

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Introductory Forensic Science.

The use and features of the Laboratory Case Management System.

Ability to:

Establish and maintain effective working relationships with laboratory, Bureau staff, and personnel from client agencies.

Testify in court in a competent manner to verify that correct legal procedures have been followed in handling evidence.

Answer telephones in a professional manner.

Type sufficient to complete a variety of reports and other word processing tasks.

Manage time and workload sufficient to complete a variety of support tasks under time limits and with a high degree of accuracy.

Est.: 5/97

Rev.:

T.C.:

Former Title(s):