



Job Title: Forensic Investigator

Department: Huntington Police Department

Status: Full-time

Salary Range: \$46,094-\$53,371

Job Description: see below

Submit cover letter and resume to Human Resources Director Sherry Lewis via email: lewiss@huntingtonwv.gov. Candidates may also apply in person at City Hall, Room 14 - HR office. Applications/resumes will be received through the close of business on Wednesday, 9/2/2020.

FORENSIC INVESTIGATOR

Job Category: Administrative
Department: Police

Job Code No.: PD-05
Pay Grade: A17
FLSA Status: Exempt

NATURE OF WORK

This is responsible administrative and technical work within the Forensic Investigations Unit of the Criminal Investigations Bureau of the Huntington Police Department. Duties include the assessment of crime or incident scenes, the identification, collection, preservation, packaging, processing, and analysis of items considered to be evidence of a crime. The employee is expected to maintain a neat, professional appearance and may be required to wear a uniform.

The work is performed with independence requiring judgment and tact. The position requires responsible investigative, analytical, and scientific work. Work also involves responsibility for the performance of administrative duties of a staff nature. Initiative and independent judgment are exercised within the framework of stated objectives, established policies and practices, and major decisions are subject to approval. The employee reports to the Unit Supervisor.

This position is exempt under the Fair Labor Standards Act (FLSA). The employee may be called to work at night and on the weekends.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Makes critical observations at a crime/incident scene.

Takes photographs, sketches, and notes of evidence.

Collects evidence from crime scenes, storing it in conditions that preserve its integrity.

Examines and analyzes blood stain patterns at crime scenes.

Collects impressions of dust from surfaces to obtain and identify fingerprints.

Visits morgues, examines scenes of crimes, or contacts other sources to obtain evidence or information to be used in investigations.

Reconstructs crime scenes to determine relationships among pieces of evidence.

Uses chemicals or other substances to examine latent fingerprint evidence and compares developed prints to those of known persons in databases.

Prepares solutions, reagents, or sample formulations needed for laboratory work.

Operates and maintains laboratory equipment and apparatus.

Confers with ballistic, trace, drug, DNA, electronic, medical, chemical, or other experts concerning evidence and its interpretation.

Interprets laboratory findings or test results to identify and classify substances, materials, or other evidence collected at crime scenes.

Maintains records and prepares reports detailing findings, investigative methods, and laboratory techniques.

Testifies in court about investigative or analytical methods or findings.

Promotes courtesy and professionalism throughout the City of Huntington.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree in scientific field; Master's degree in forensic science preferable; training and experience in crime scene processing or evidence collection-related fields; or any equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of WV Criminal Code and City ordinances.

Knowledge of evidence collection techniques.

Knowledge of crime scene processing and reconstruction.

Knowledge of current computer software (Word, Excel, etc.).

Some knowledge of the general principles and practices of courtroom testimony.

Skill in the execution of evidence handling and processing.

Ability to interpret and explain applicable laws and regulations governed by the United States Constitution.

Ability to maintain records, write concise reports, give evidence in court and express ideas effectively, both verbally and in writing.

Ability to handle confidential information in a discreet and professional manner.

Ability to establish and maintain effective working relationships with employees, government officials and the general public.

Ability to work irregular hours, including evenings, nights, and weekends.

Good physical condition.

SPECIAL REQUIREMENTS

Valid driver's license from state in which employee resides.

24-hour availability to work.

EQUIPMENT USED

Motor vehicle, telephone, computer, calculator, recording devices, photography equipment, copy machine, fax machine, and specialty tools utilized in the industry.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects and to reach with hands and arms. The employee is frequently required to sit, stand, walk, talk, see, hear, and smell.

The employee may occasionally lift and/or move up to 75 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is occasionally exposed to hazards associated with unsafe buildings and unsanitary conditions. The noise level in the work environment is usually moderately quiet in the office and moderately loud while performing field work.

SUMMARY

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City of Huntington and the employee and is subject to change by the City as the need arises.