



CLASS SPECIFICATION

Class Code: 2258
Date Est: 10/2001
Last Rev: 08/2017
Last Title Chg:
FLSA: non-exempt
Probation: 12 months

CRIMINALIST TRAINEE

DEFINITION

Under immediate supervision, performs professional laboratory analysis of physical evidence in a general or specialized field of Criminalistics; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in a natural, physical or forensic science or a closely related field.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment and must be maintained for continuous employment.

May require licenses and/or certification as required by specific assignment (see SPECIAL REQUIREMENTS).

DISTINGUISHING CHARACTERISTICS

This is the entry and training level in the Criminalist job class series and provides for progression to the next level in the series upon meeting the requirements of the class and recommendation of the appointing authority. Incumbents perform basic assignments and receive continuous training in the assigned area of professional laboratory analysis of physical evidence in a general or specialized field of Criminalistics. It is distinguished from the Criminalist I by the fact that incumbents perform a narrower range of duties under closer supervision.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Assess information received from investigators to analyze physical evidence, determining the appropriate testing to be performed and providing further feedback as required.

Photograph crime/death scenes, victims, autopsies and arrestees in accordance with prescribed procedures.

Perform laboratory techniques of chemical and biochemical analyses, developing or following established protocols in areas such as methods of antigen, protein, and nucleic acid analysis, chromatography, spectrophotometry, microscopy, photography and related procedures.

Perform non-standard laboratory protocols on physical evidence, including forensic alcohol samples, physiological fluids, petroleum products, controlled and toxicological substances, trace evidence, questioned documents, firearms or toolmarks, impressions, etc.

Operate and maintain scientific instrumentation such as gas chromatograph, liquid chromatograph, IR spectrometer, UV/Visible spectrometer, electrophoresis equipment, or microscopes in the performance of tests.

Write reports including evidence collected, tested, type of tests conducted and results of analysis for submission to the submitting agency and local prosecutors office.

Assist with preparing attorneys, investigators or other professionals for the presentation of observations and information obtained through the course of attending crime/death scenes, autopsies, latent print processing and analyses and findings, and may provide expert witness testimony.

May provide POST certified training to Washoe County Sheriff's Office staff and requesting customer agencies in respect to crime scene investigation, evidence collection and preservation, photography, latent print processing and crime laboratory capabilities and other related matters.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Washoe County Sheriff's Department policies and procedures.

Nevada legal system as it pertains to testifying in court as an expert witness.

Modern methods of classifying, indexing, filing and preserving laboratory records and evidence.

Ability to:

Plan, develop, and implement new testing methods and procedures.

Perform complex chemical, instrumental and microscopic analysis and other complex examinations as required.

Analyze and present scientific information both orally and in writing, in a clear and concise manner.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Principles and practices of analytical chemistry, including organic and inorganic.

Standard sources of information and of current literature in the field of forensic science.

Specialized fields as required, including firearm or questioned document examinations.

Ability to:

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.

Analyze and present scientific information both orally and in writing, in a clear and concise manner.

Interpret and apply regulations, policies, and procedures.

Communicate effectively, both orally and in writing.

Exercise emotional control, especially under stressful circumstances.

Accurately observe, record, and recall information.

Maintain effective working relationships with those contacted in the course of work, including various law enforcement personnel, suspects, victims and the general public.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in standard office and laboratory environments, as well as various indoor and outdoor off-site locations. Ability to stand on slippery, uneven or unsteady surfaces for an extended period of time. Ability to frequently stand, walk, stoop, crouch, squat and kneel. Ability to use scientific and standard office equipment. Ability to work under conditions involving exposure to noise, electrical energy and chemicals. Ability to lift and move objects or deceased individuals weighing up to 100 lbs. Visual acuity to distinguish basic colors and shades of colors. Ability to tolerate/work under conditions involving exposure to inclement weather conditions, infectious diseases, insects/parasites (maggots, bed bugs, fleas, etc.), decomposed remains and other strong odors, noise, fumes, gases, smoke, dust, solvents and chemicals, and blood and airborne pathogens. If assigned to the Biology/DNA or Breath Alcohol Section, the following additional minimum requirements must be met:

Biology/DNA Section:

A bachelor's degree from an accredited college or university in a natural, physical or forensic science with twelve (12) semester hours of coursework as required by the FBI Quality Assurance Standards (QAS) in:

- biochemistry
- genetics
- molecular biology
- statistics or population genetics

Breath Alcohol Section:

A bachelor's degree from an accredited college or university in a natural, physical or forensic science with twenty-four (24) semester hours in the study of chemistry, or eighteen (18) semester hours in the study of chemistry and one year of full-time laboratory experience analyzing alcohol in a forensic setting as required by NRS to be certified as a Forensic Analyst of Alcohol (FAA).

Staff is required to participate in the Forensic Science Division's Proficiency Testing program and successfully complete annual proficiency tests.

Must be willing to travel outside of Washoe County to perform crime/death scene investigations including rural and desert environments.

Must be willing to accept shift work, on-call assignments, and a non-standard workweek.

Selected candidates must complete and submit a Personal History Statement and pass an extensive background investigation, submit a set of fingerprints, pass a pre-employment medical examination, including a drug screen and complete a Computerized Voice Stress Analysis (CVSA) examination.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.