July 1, 2010

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SUPERVISING LATENT PRINT EXAMINER - 1019

DEFINITION:

Under direction, to supervise, oversee and perform the most complex latent print analyses for police investigations; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Plans, assigns and coordinates the work of subordinates engaged in the identification of latent prints for police investigations;
- Directs the development and preservation of latent prints;
- Supervises and performs varied, difficult and complex examinations of latent prints to determine quality and identity;
- Reviews the comparison of known prints of suspects with latent prints to confirm positive identifications;
- Supervises the complex recovery of friction skin exemplars in death investigations;
- Supervises the preparation and entry of latent prints into the Automated Fingerprint Identification System (AFIS) and AFIX Tracker;
- Supervises digital imaging for latent print comparison and identification;
- Ensures that proper procedures are followed in identifying latent prints;
- Provides technical direction and trains subordinates;
- Supervises and consults with prosecutors on various methods of presenting evidence;
- Prioritizes and schedules work assignments and ensures the work unit meets court deadlines;
- Supervises the preparation of photographs and other material for demonstration of evidence in court;
- Supervises staff providing testimony and serves as a subject matter expert in court on all phases of latent print identification;
- Assists in developing policy and procedures;
- Writes complex and technical reports;
- Researches new product development;
- Maintains inventory of supplies and equipment;
- Prepares budget estimates;
- Reviews and rates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Two years of full-time crime scene experience classifying, evaluating, comparing and identifying latent prints related to police investigations. An Associate's Degree or certificate in Forensic Technology may be substituted for one year of the required experience. Possession of a valid California Class C Driver License.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.