

**YAKIMA COUNTY, WASHINGTON**  
**CLASS SPECIFICATION**  
**CLASS TITLE: Forensic Specialist**

<b>BAND:</b> B	<b>GRADE:</b> 2	<b>SUBGRADE:</b> 6	<b>CLASS CODE:</b> J23-4006
<b>DEPARTMENT:</b> YSO	<b>ACCOUNTABLE TO:</b> Deputy Sergeant	<b>JOB FAMILY:</b> Legal	<b>OVERTIME STATUS:</b> Non-Exempt

**JOB SUMMARY:** The Evidence Technician's purpose is to safeguard and maintain the integrity of all evidence and the chain of custody in accordance with state laws, federal regulations, and departmental policies and procedures and to assist Detectives and Deputies in collecting, preserving, processing and analyzing evidence. The Evidence Technician applies science by performing technical duties through the provision of services related to identification, comparison, preservation, processing and analysis of criminal evidence.

**DISTINGUISHING CHARACTERISTICS:** The Forensic Specialist class is distinguished from the Evidence Specialist class based on the analytical processing and case investigation work performed.

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample: (position assignments may vary.)	<b>BAND/ GRADE</b>
1.	Receives, preserves, and tracks property and evidence.	B2
2.	Sends and receives evidence to and from the Washington State Patrol Crime labs. Determines the type of item being shipped or received for processing and proper storage.	B2
3.	Processes and analyzes items of evidence. Determines the type of processing needed and the sequence of that processing based on criminal laboratory standards for analysis that include use of chemicals, photography, casting impressions and fire arm test collection.	B2
4.	Processes property and evidence disposal, return and retention. Researches RCW to determine if an item can be returned, destroyed, auctioned, or retained for department use.	B2
5.	Performs administrative tasks as assigned such as: Processes requests for dissemination made by the Prosecutor, public, YSO employees, and other agencies. Performs inventory audits to verify location, content, and value of evidence and property items. Takes initial reports from citizens. Answers questions from the public, other agencies, and personnel or provides means to obtaining the correct answer/information elsewhere.	B2
6.	Transporting evidence to and from precincts, courts and other law enforcement agencies. Assists detectives with case investigation.	B2
7.	Maintaining the evidence facilities by functioning as the gatekeeper for the secured evidence area.	A1
9.	Performs other duties as required including work assigned to lower classification	A1

**Knowledge of:** (position requirements at entry):

Knowledge of:

- The ability to read and interpret the meaning of the RCW's, Titles, and other legal language are critical to performing the tasks of this job accurately and within the confines of the law.
- Basic understanding of Microsoft Office and Windows Computer software, spelling and grammar, file maintenance techniques, customer service techniques, digital cameras, and a basic understanding of latent prints.

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- Working knowledge of laws relating to dissemination of criminal, non-criminal, and other confidential information;
- Ability to work independently and make independent decisions; skills in organization and time management;
- Ability to operate a variety of computer systems and evidence related equipment;
- Accurate and detailed note taking.

### **Skills** (position requirements at entry):

Skill in:

- Skills in creating and maintaining filing and tracking systems;
- Applying customer service techniques.
- Preparing technical reports while paying attention to detail and accuracy;
- Performing basic mathematical calculations.
- Using office equipment such as phones, copiers, calculators, fax machines and scanners; using a computer and multiple related software applications;
- Establishing and maintaining effective interpersonal relationships at all organizational levels and with the public.
- Communication, both oral and written, sufficient to exchange or convey information and to give and receive work direction.
- The ability to multitask and work through intermittent interruptions. .
- Time management skills, the ability to complete and monitor workload and required deadlines.
- Ability to operate warehouse equipment

### **Training and Experience** (position requirements at entry):

High School Diploma or General Equivalency Diploma (GED) and Seven (7) years general office or specialty experience or the equivalent combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job. May require additional experience as a lead worker. Associate's Degree in Criminal Justice and 5 years of relevant experience is preferred.

### **Licensing Requirements** (position requirements at entry):

- Provide evidence of U.S. citizenship, provide evidence of high school diploma or GED certificate, be at least 21 years of age, be determined suitable for the position based on the results of a criminal and financial background investigation, general employment verification, polygraph examination, and a psychological examination and pre-employment drug testing.
- Valid WA State Driver's License and proof of insurance, if requested.

### **Working Conditions:** Position may have the potential exposure to the following:

Environment: Excessive noise, exposure to weather, moving/mechanical parts, pathogen exposure work in locked down facilities and in the field, exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations including a warehouse environment;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects or work out in the field.

Examples: Appraiser, Probation Officer

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

**Classification History:** New: 10/2024