FINANCIAL SPECIALIST

DEFINITION
Under general direction performs routine assignments involving the collection and maintenance of criminal identification records and police evidence.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
• Collects and documents evidence at crime scenes and processes and preserves evidence for use in possible criminal prosecution;
• Maintains chain of custody for evidence collected at crime scenes;
• Collects fingerprints, takes photographs and makes video records of possible evidence at crime scenes;
• Collects and preserves biological samples and conducts splatter analysis at crime scenes;
• Prepares reports of evidence collected and records crime scene observations and details;
• Oversees assigned staff in the analysis of crime scene evidence;
• Inputs fingerprint information into state identification system.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
• Knowledgeable of crime scene analysis and evidence chain of custody procedures, fingerprinting and biological sample collection techniques, splatter analysis procedures,
• Skilled in collecting, documenting, and processing evidence at crime scenes for possible use in criminal prosecution, analyzing, preserving, storing and safely securing forensic evidence and property, following and providing oral and written instructions, and in establishing and maintaining productive working relationships;
• Ability to perform assignments independently and exercise good judgment, effectively communicate verbally and in writing, and to analyze and compare latent prints
• Proficient in operating a personal computer, MS-Office software package and any job specific computer software required to complete job assignments.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, bending, and lifting up to 20 pounds. Incumbents may be exposed to repetitive motion, vision to monitor, extreme temperatures and weather, moving traffic, hazardous chemicals and toxic fumes, infectious diseases and air, water and blood borne pathogens.

QUALIFICATIONS
Associates degree in Administration of Justice, Chemistry, Biochemistry, Forensics or closely related field, AND one year experience as a paid or volunteer intern in crime scene investigation and/or crime scene analysis; OR an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver’s License.