

GENERAL DESCRIPTION OF CLASS

The FORENSIC LABORATORY SUPPORT SPECIALIST receives, records, stores, packages, and returns Forensic evidence and is the clerical support for a regional laboratory.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

1. Physical Evidence Handling

Receives incoming physical evidence. Examines evidence containers for contents, physical hazards, and proper packing. Reviews laboratory analysis request forms for completeness. Decides if submission or request is within the forensic laboratory's responsibility and policy guides. Returns material not correctly sent or improperly and unsafely packed. Records evidence information in a log book. Labels evidence containers. Maintains legal chain of custody of all items of evidence. Stores evidence. After analysis, returns evidence to the submitting agency.

2. Office Support

Answers questions, takes messages, and refers telephone calls. Greets and helps visitors. Enters, updates, revises, tracks, and retrieves information. Gathers information required for official replies and reports. Types and proofreads a variety of correspondence, analysis results, and other documents. Maintains statistical and activity data. Organizes and maintains files. Makes photocopies. Inventories and orders office supplies, equipment, forms, and materials. Develops and revises office procedures and the procedure manual. Schedules appointments and maintains a master calendar. Negotiates with court, district attorney, and private attorneys' staff about subpoena appearance dates to avoid conflicts. Tells Director and criminalists about an appointment.

RELATIONSHIPS WITH OTHERS

The Forensic Laboratory Support Specialist has daily telephone and face-to-face contact with police and law enforcement officials, courts and attorneys staff, department and division staff, and the public to exchange information, verify facts, and confirm appointments.

SUPERVISION RECEIVED

The Forensic Laboratory Support Specialist receives general supervision from an administrative superior through annual performance review, completed records and statistical reports, observation, and meetings. The supervisor does not review routine duties. Procedure manual, State laws, Administrative Rules, and agency policies and procedures guide the work.

GENERAL INFORMATION

Employees in this class regularly handle firearms, broken glass, syringes, malodorous materials, body parts

0803

and fluids that may come from diseased persons. They see visually graphic pictures. They work near caustic, toxic, carcinogenic, or other hazardous substances. They lift or maneuver cumbersome or heavy items such as containers of evidence.

KNOWLEDGE AND SKILLS (KS)

Extensive knowledge of proper grammar, punctuation, spelling, capitalization, and sentence structure.
 General knowledge of arithmetic (i. e., add, subtract, multiply, and divide).
 Basic knowledge of medical and legal terms.
 Basic knowledge of preservation techniques for items submitted in evidence.

Skill doing a variety of technical or secretarial functions.
 Skill applying laws, rules, policies, or procedures.
 Skill writing routine memos, letters, and other correspondence.
 Skill talking and writing to a variety of people.
 Skill gathering and exchanging information or responding to questions.
 Skill organizing and putting work in priority order.
 Skill deciding own work methods and procedures.
 Skill operating office equipment such as photocopier, fax machines, calculators, etc.
 Skill using a computer to produce documents and to enter, correct, and retrieve information.
 Skill organizing and maintaining a filing system.
 Skill keeping fiscal statistics.
 Skill answering telephones and relaying messages.
 Skill reviewing technical information for accurate, completion and compliance.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties done by positions in this class may require different KS's. There is no attempt to describe every KS required for **all** positions in this class. Any additional KS requirements will be on the recruiting announcement.

Adopted 1/90

Revised

STATE OF OREGON
 Department of Administrative Services
 Human Resource Services Division