

**GENERAL DESCRIPTION OF CLASS**

The QUESTIONED DOCUMENT EXAMINER does laboratory analyses on forensic and questioned document evidence, writes reports of findings, and testifies in court.

**DISTINGUISHING FEATURES**

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

**DUTIES AND RESPONSIBILITIES**

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

**1. Analyses and Documentation**

Using nationally recognized and accepted scientific methods, examines handwriting including signatures, handprinting, typewriting, photocopying processes, alterations in documents, and other characteristics including the detection of indented writing to decide authenticity. Selects methods, techniques, and instruments to compare and evaluate documents. Identifies forger, typing machine or element, or method(s) used to alter the document. Documents and protects evidence according to laboratory procedures and ensures maintenance of chain of custody.

Writes reports giving conclusions and opinions from observations and test results. Prepares exhibits, photographic enlargements and reports for presentation as evidence in court. Testifies as an expert witness.

**2. Miscellaneous**

Operates Electrostatic Detection Apparatus (ESDA) machine.

Instructs at document examination training schools. May develop parts of training programs. Gives technical advice to other forensic examiners and law enforcement personnel. Coaches lower level forensic personnel and oversees their work.

**RELATIONSHIP WITH OTHERS**

The Questioned Document Examiner has daily telephone and in-person contact with State Police staff, other law enforcement agencies staff, forensic scientists, and the public to exchange information or give advice. The employee has occasional in-person contact with judges, attorneys, juries, and others involved in court proceedings when testifying in court. The employee has infrequent telephone contact with vendors about equipment and supplies.

**SUPERVISION RECEIVED**

The Questioned Document Examiner independently selects and applies accepted methods and techniques to the work. The employee works under the general direction of a laboratory supervisor. Periodic work review is for accuracy and compliance with standards.

**GENERAL INFORMATION**

Employees in this class work may infrequently be exposed to toxic, carcinogenic, radioactive, or other hazardous substances.

**KNOWLEDGE AND SKILLS (KS)**

General knowledge of techniques for identifying handwriting, handprinting, indented writing, typewriting, photocopying and other document alterations.

General knowledge of the different types of forgeries.

General knowledge of photographic equipment and techniques used in document examination.

General knowledge of preservation techniques of various items of submitted evidence.

General knowledge of laboratory principles, terminology, material, equipment, procedures, and techniques.

Basic knowledge of proper safety precautions and techniques.

Basic knowledge of chemistry, microscopy, logic and mathematics

Skill in gathering and exchanging information or responding to questions orally and in writing.

Skill writing reports containing scientific analysis understandable to lay persons.

Skill in organizing and prioritizing work.

Skill in making decisions within established rules, policies, and procedures.

Skill in developing court exhibits such as photographs, diagrams, charts, tables, and graphs.

Skill in operating and maintaining equipment such as the ESDA machine.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 1/96

Revised

STATE OF OREGON  
 Dept. of Administrative Services  
 Human Resource Services Division