



**Classification:** Criminalist I (Latent Prints)

**Title Code:** V00517

**Pay Range:** 20

**POSITION SUMMARY:** This is an entry-level position where the employee performs technical work in the scientific analysis and development of latent prints. An employee in this position participates in a formal and on-the-job training program. Work is performed under close supervision.

**DESCRIPTION OF DUTIES PERFORMED:** (Any one position may not include all the listed duties, nor do the listed examples include all tasks which may be found in positions of this class.)

Participates in formal and on-the-job training in the scientific analysis of latent prints.

Studies procedural manuals, publications, etc., within the latent print discipline.

Participates in and successfully passes practical and/or written competency exam(s) prior to assuming casework responsibilities.

Regularly processes, lifts, photographs, compares, and examines latent prints from crime scenes or parties involved in criminal activity.

Regularly works with a variety of potentially hazardous materials (e.g., evidence contaminated with HIV, hepatitis, and/or unknown pathogens; unidentified chemicals on evidence; reagents used to develop latent prints).

Examines forensic evidence that may be bloody, soil laden, maggot infested, putrefied, rank, and/or otherwise unpleasant.

Maintains report files; issues periodic and special reports as assigned.

Searches unsolved latent prints through the Automated Fingerprint Identification System (AFIS) and the FBI's NGI database where applicable.

Learns about, and routinely testifies as, an expert witness in a court of law.

Learns about and successfully participates in the proficiency testing program for the section.

Observes other criminalists consulting and/or assisting on crime scene investigations; participates, as needed, upon approval of the supervisor.

Assists in examining amputated fingers or hands with the intended purpose of developing known prints for comparisons with latent prints.

Generates and receives requests to and from other law enforcement agencies, prosecutors, attorneys, etc., in reference to criminal evidence and crime laboratory procedures.

Operates standard office equipment (i.e., personal computer, telephone, fax machine, copier, scanner, etc.).

Performs job-related travel, as needed.

Performs other related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relations with others.

Ability to learn and practice laboratory safety rules and procedures.

Ability to properly use or learn how to use laboratory equipment and chemicals.

Ability to learn the laboratory's quality assurance program, including chain of custody for evidence.

Ability to learn accreditation compliance criteria established by the ANSI-ASQ National Accreditation Board (ANAB; formerly ASCLD/LAB).

Ability to work with restricted, highly sensitive information in a confidential and professional manner.

Ability to participate in formal and on-the-job training program.

Ability to distinguish colors necessary to perform laboratory tests.

Ability to recognize and identify minute details.

Ability to learn the procedures and methods used in the scientific analysis of latent prints.

Ability to meet the requirements for membership in reputable state, national and international forensic science organizations.

Ability to perform work in accordance with prescribed procedures, make accurate observations of test results, and prepare accurate records and reports.

Ability to gather, assemble, correlate, and analyze facts to be incorporated into a report of laboratory work and tests.

Ability to understand both the impact other sections' analysis can have on latent print exams and the impact latent print exams can have on other sections' analysis (e.g. DNA).

Ability to work with unpleasant items (e.g., amputated fingers and hands, maggot infested evidence, etc.) in the performance of job duties.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to learn photography and digital imaging software (e.g. Adobe Photoshop and Foray).

Ability to learn the MSHP AFIS system and FBI NGI software.

Ability to learn about the compilation and preparation of information for presentation (e.g., mock trials, courtroom testimony, depositions, and/or meetings).

Ability to maintain composure while under cross-examination regarding personal and scientific qualifications and defend laboratory findings in court.

Ability to transport tools, equipment, and evidence, when needed.

Ability to stand for extended periods and lift moderate loads (30 pounds).

Ability to perform job-related travel (e.g., appearing in court, observing crime scene investigations, and attending training meetings, seminars, etc.).

Ability to work hours as assigned.

Possess or ability to obtain a valid Missouri Driver license.

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED:** (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution may be permitted in case of deficiencies in either experience or education.)

Possess a baccalaureate degree from an accredited college or university. Preference will be given to applicants possessing previous latent print comparison and/or processing experience, and/or certification by the International Association for Identification in Latent Prints, and/or college science coursework. Both overall academic record and applicable job experience will be factors for consideration; however, prior job experience or certification credentials will not replace the minimum academic requirement.

**NECESSARY SPECIAL REQUIREMENTS:** Must obtain MULES certification within one year of appointment.

Must obtain AFIS certification within two years of appointment, where applicable.

Must provide a DNA sample to be used only for forensic identification as required at the time of appointment.

Must be able to pass a polygraph examination after conditional offer of employment.

Must successfully complete a twelve-month probationary period.

**FLSA STATUS:** Non-Exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.