City of Rapid City  
Job Description

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<thead>
<tr>
<th>Job Title</th>
<th>Forensic Examiner I &amp; II</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>FXE1</td>
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<td>Job Family:</td>
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<td>Pay Grade:</td>
<td>PN18</td>
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<td>FLSA Status:</td>
<td>Non-Exempt</td>
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<td>Date Revised:</td>
<td>05/09/2022</td>
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**General Summary:** This position is responsible for the collection and forensic analysis of crime scene evidence on location and in a laboratory. This role supports local and regional law enforcement investigation activities.

**Essential Duties and Responsibilities:**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

**Level I**

- Responds to and documents major crime scenes through photography, detailed notes, drawings, and diagrams. Documents the location of and collects evidence following accepted forensic science principles. This includes packaging and submitting evidence to a secure storage facility.
- Processes both deceased and living individuals for the collection of trace evidence. This includes deceased individuals at crime scenes and autopsies, and suspected rape, assault, and homicide suspects.
- In a laboratory setting, uses standard scientific methodology to perform specialized forensic examination of evidence for the collection of additional trace evidence, to include latent prints, biological fluids (DNA), hairs, fibers, etc.
- Documents all findings and observations from crime scenes and laboratory work in written reports in accordance with established protocols.
- Testifies in court proceedings as an expert witness.
- Operates and maintains technical scientific equipment.
- Assists with evidence property related functions such as inventory or property disposal.
- Assists the internal and external customers and responds to their needs.

**Level II**

- Completes all essential duties listed under Level I.
- Operates local and regional latent print databases for the purposes of fingerprint identifications.
- Provides training in evidence collection, preservation and processing at the scene and in a laboratory setting.
- Speaks to public organizations on evidence or forensic related topics.
- Performs technical/administrative reviews of casework.
- Performs administrative work to include monthly statistics, accreditation reports and other reports as necessary.
- Assists in training Level I Examiners to competency.

**Qualifications:**

**Education and/or Experience:**
Level I

Bachelor’s degree in a forensic science or science related field from and accredited university or college, or a combination of education and experience deemed acceptable by the hiring authority.

Level II

Bachelor’s degree in a forensic science or science related field from and accredited university or college and four (4) years’ experience in a crime laboratory or forensics services laboratory, along with successfully demonstrated proficiency as a level I.

Communication Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to effectively communicate with internal staff, including co-workers, as well as cross-functional teams such as Sheriff’s Office and state agencies. Ability to effectively communicate test results and observations in a court of law.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, climb, or balance. The employee is required to use their senses of smell, touch, sight, and hearing to observe/interpret crime scenes. The employee must occasionally lift and/or move more than 100 pounds. Some crime scenes require the employee remain on-scene for extended periods of time.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles and toxic or caustic chemicals. The employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places and risk of electrical shock. The noise level in the work environment is usually moderate. The work environment includes work which may include processing living human suspects and victims, decomposing corpses, bodily fluids, contagious diseases, hazardous materials, heavy objects, equipment, tools, and other evidence.

Other Skills and Abilities

Requires the ability to be on-call 24 hours a day, seven days a week, including holidays, Saturdays, and Sundays.