



Pasco Sheriff's Office  
**POSITION DESCRIPTION**



**Position Number:** TBD

**Retirement Class Code:** HB (Special Risk)

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**Class Title:** Forensic Specialist

**Type of Position:** Civilian

**Pay Grade:** H40

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**1. Workweek:** Full-Time (40 hour weekly)

**2. FLSA:** Non Exempt from overtime

**3. EEO Category:**

**4. Department:** Forensic Services Section

**5. Section/Org Code:**

**6. Location:** Land O Lakes

**7. Job Summary:** This is a highly visible and responsible position involving average to advanced work in criminal identification matters, including but not limited to, photography, processing for latent prints, firing guns, collection of evidence, preservation of evidence and using federal and local comparative databases. The position will perform administrative and technical duties to support the firearms and National Integrated Ballistics Information Network (NIBIN) program. Develop, establish, and organize work processes and procedures to deliver program services, evaluate effectiveness of programs and efficiency of processes, and implement prescribed program guidelines and objectives.

**8. Working conditions:** Works in a standard office environment or lab setting. Position may occasionally travel to other locations within and outside County areas.

**9. Position reports to:** Forensic Supervisor

**10. Position directly supervises:** Not applicable

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**11. Education and Experience:** High School Diploma or GED required. AA or AS degree or higher in crime scene technology, forensic science or other physical or natural science is preferred. Knowledge of firearms, photography, fingerprint development, evidence handling and report writing is preferred. BRASSTRAX User Course is preferred. Computer skills are preferred. Knowledge of laws is desirable. Must maintain a valid Florida driver license at all times. Unescorted CJIS clearance as authorized by FDLE is required.

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**12. Illustrative duties and responsibilities:** A member in this job classification spends at least 65% of their time performing duties that involve the collection, examination, preservation, documentation, preparation and analysis of human tissue and/or body fluids or physical evidence that may have biological, chemical or radiological hazard or contamination. Member also uses chemicals, processes and materials that may have carcinogenic or health-damaging properties in the analysis of such evidence.

**80% DUTY AREA – FORENSIC DUTIES: Illustrative Tasks:** Collects, identifies and preserves all matters of evidence as directed. Processes evidence related to criminal cases for latent fingerprints. This position will file digital images in forensic databases for firearms and fingerprints in accordance with established evidence procedures; maintain photographic equipment to include BRASSTRAX and related camera, microscopes, computer, printer and scanner; use computer and computer systems. Examine evidence firearms for proper function



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and test fire evidence firearms to retrieve cartridge case evidence. May be required to testify in judicial proceedings.

**20% DUTY AREA – SUPPORT AND ADMINISTRATION: Illustrative Tasks:** Maintains records with computer entries and written reports. Perform equipment inspections, maintenance and repairs. Assists in the training of personnel. Participates in Sheriff's Office recruitment and community relation activities as directed.

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**13. Associated knowledge, skills and abilities:**

**Knowledge of:**

- Methods used in preserving and collecting physical evidence and the use of such evidence in establishing guilt or innocence
- Fingerprinting and latent print processing techniques and procedures
- Digital photography
- Criminal investigation methods and criminal identification techniques
- Office policy and procedures
- Florida Statutes/County Codes
- Human Diversity awareness
- Weapons and gun safety

**Skilled in:**

- Maintaining a professional bearing and attitude with supervisors, peers and public at all times while on duty
- Giving qualifying testimony in the field of fingerprinting, photography, latent fingerprint development and collection and preservation of evidence

**Ability to:**

- Speak clearly, understand, read, and legibly write English
- Communicate effectively with staff members and public
- Recall from short-term and long-term memory
- Operate a personal computer, peripheral equipment and assigned software
- Prepare documents, forms, reports and statistical data
- Maintain a valid State of Florida driver's license
- Perform routine mathematical computations
- Use independent judgment and make technical and professional decisions on a daily basis
- Plan, organize and bring assignments to completion

**MINIMUM PHYSICAL AND OTHER REQUIREMENTS:**

The physical abilities listed below are estimates of time spent during a typical workday to perform essential functions and responsibilities. Members in this position may be required to:

- Sit and Stand for extended periods of time
- Walk for extended periods of time
- Occasionally lift up to 50 lbs.



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- **Occasionally climb (stepladder), bend, squat, reach, kneel or twist.**

**Other Requirements:**

- **20/40 vision (corrected/uncorrected)**
- **Ability to hear conversation at a normal level (assisted or unassisted)**
- **Work shift work**
- **Work in confined/restricted working environments**

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**14. Equipment or machines routinely used in this position:** Agency vehicle, cellular phone, telephone, computer, software programs, calculator, photocopier, facsimile machine

**15. Amount and type of supervision position receive:** Member will work under the moderate guidance and supervision of the Forensic Investigator Shift Supervisor, or designee.

**16. Review procedures:** Work is reviewed upon completion and/or periodically by the Forensic Investigator Shift Supervisor, or designee. This position will receive a formal written performance appraisal in accordance with General Order 35.1.

**17. Essential Tier Response: 1 – Key and Mission Essential.** Employee will be required to perform leadership functions, specialized functional support, or subject matter expertise functions during a hurricane, severe weather conditions, or other designated emergency or catastrophic event.

**18. Remote Work:** Position generally does not have the option for remote work. Employees authorized for remote work may be required to return to the office periodically or upon request when needed, and any decision to allow remote work remains in PSO's absolute discretion and may be subject to change at any time.

**19.** This position description lists the duties and responsibilities an incumbent would generally expect to perform. Percentages of time, when used, are estimated annual averages and as such are subject to periodic fluctuations. This position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the member for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Pasco Sheriff's Office is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Pasco Sheriff's Office will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

THE PASCO SHERIFF'S OFFICE IS A DRUG-FREE WORKPLACE