



Code: 9246
Family: Public Safety
Service: Public Safety
Group: Police Service
Series: Police Identification

CLASS TITLE: CRIMINALIST III

CHARACTERISTICS OF THE CLASS

Under direction, performs supervisory and administrative duties in a specialized area such as microanalysis or chemistry within a police crime laboratory, may perform complex and technical laboratory examinations of physical evidence submitted in connection with police criminal investigations; and performs related duties as required

ESSENTIAL DUTIES

- Directs the receipt, preservation and analysis of physical evidence submitted for examination, ensuring that the proper chain of custody is maintained
- Conducts and supervises subordinate staff conducting chemical, biological, and microscopic examinations and instrumental analyses in the identification, comparison, and analysis of evidence
- Prepares work schedules
- Prioritizes and assigns casework and reviews formal laboratory reports
- Trains and supervises the training of new personnel in laboratory reports
- Trains and supervises the training of new personnel in laboratory operating procedures and analytical techniques and methods
- Functions as a liaison between the unit, other units within the crime laboratory and the court system
- Testifies in court as an expert witness
- Prepares unit budget including supply and equipment purchase requisitions and additional personnel requests
- Assists in preparing grant and lease proposals for the acquisition of specialized instrumentation
- Develops and revises analytical techniques, methods, and laboratory procedures
- Attends seminars and researches published materials to remain abreast of new technology and new applications in the area of forensic analysis
- Serves as a lecturer and an instructor in department in-service training sessions

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Chemistry, Biology, or a related field with at least twenty-five (25) hours in chemistry and/or biology, plus four (4) years of experience in an appropriate area of forensic science, or an equivalent combination of training, education, and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Comprehensive knowledge of:

- *forensic investigative techniques and practices
- *evidence protection, recovery, and preservation techniques

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- **ACTIVE LEARNING** - Understand the implications of new information for both current and future problem-solving and decision-making
- **ACTIVE LISTENING** - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- **CRITICAL THINKING** - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- **SCIENCE** - Use scientific rules and methods to solve problems
- **COMPLEX PROBLEM SOLVING** - Identify complex problems and review related information to develop and evaluate options and implement solutions
- **JUDGEMENT AND DECISION MAKING** - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- **COMPREHEND ORAL INFORMATION** - Listen to and understand information and ideas presented through spoken words and sentences
- **SPEAK** - Communicate information and ideas in speaking so others will understand
- **COMPREHEND WRITTEN INFORMATION** - Read and understand information and ideas presented in writing
- **WRITE** - Communicate information and ideas in writing so others will understand
- **CONCENTRATE** - Concentrate on a task over a period of time without being distracted
- **MAKE SENSE OF INFORMATION** - Quickly make sense of, combine, and organize information into meaningful patterns

- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- ACHIEVEMENT/EFFORT - Establish and maintain personally challenging achievement goals and exert effort toward task mastery
- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- STAMINA - Demonstrate energy and stamina to accomplish work tasks
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
February, 2022