

LABORATORY DIVISION
FORENSIC DOCUMENT UNIT
Forensic Scientist 2

PURPOSE

To serve as a civilian employee of the Indiana State Police whose primary responsibility is to support the laboratory's responsibilities in forensic document analysis and associated court presentation of routine and non-routine cases of varied complexity and difficulty under general supervision.

I. RESPONSIBILITIES

- Perform administrative/support functions as necessary to maintain analytical service.
- Acquire and maintain analytical proficiency in forensic document analysis.
- Maintain effective communication with the scientific and criminal justice communities and Department personnel.

II. DUTIES

- Conduct forensic science analysis of routine and non-routine forensic document evidence.
- Work under the direction of a higher level forensic scientist or supervisor including the review of casework records.
- Assist in performing modification and improvement of analytical techniques and procedures under the direction of a Forensic Scientist 1 or a supervisor.
- Communicate analytical procedures, methodology, policies and conclusions to various elements in the criminal justice system including court testimony as an expert witness.
- Participate in a proficiency testing program.
- Assist in preventative maintenance of laboratory instruments and safety equipment.
- Assist in the review of casework and reports of forensic scientists in the Forensic Document Unit.
- Assist in the training of forensic scientists and other criminal justice personnel.
- Participate and assist in continuing education or training programs in general and specialized areas.
- Comply with Standard Operating Procedures, Rules, Regulations and policies.
- Perform other duties as required.

III. JOB REQUIREMENTS AND ESSENTIAL FUNCTIONS

- A Baccalaureate degree with science courses.
- Advanced knowledge of the theory and practical operation of a variety of scientific instrumentation and analytical techniques.
- Must meet one of the following requirements:
 - Three years of full time experience in a forensic document analysis position.
 - A Masters Degree or PhD and two years full time experience in a forensic document analysis position.
- Successful completion of an Indiana State Police recognized forensic document analysis training and/or testing program and competency testing.

III. JOB REQUIREMENTS AND ESSENTIAL FUNCTIONS (continued)

- Must possess a valid driver's license.
- Must be able to differentiate colors as evidenced by medical certification.
- Ability to travel by aircraft and other vehicles.
- Ability to attend training at alternate locations for extended periods of time.
- Ability to communicate effectively, both verbally and in writing.
- Ability to testify as an expert witness in an objective and professional manner.
- Ability to perform complex scientific procedures following Laboratory Examination Guidelines.
- Ability to comprehend, demonstrate, and explain advanced knowledge of the theory and practical operation of a variety of scientific instruments and analytical techniques.
- Ability to operate/maintain laboratory equipment.
- Ability to adhere to established laboratory safety practices.

IV. PERSONAL WORK RELATIONSHIPS

- Work with Department personnel.
- Work with individuals submitting evidence.
- Work with prosecutors, attorneys, and court personnel.
- Consult with other personnel throughout the forensic community.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

- Work is normally performed in a laboratory environment with occasional requirement for field duty.
- Must be able to work with physical, biological, and chemical hazards with some physical effort required.
- Travel by vehicle or aircraft may be required.