

LABORATORY DIVISION
FORENSIC DOCUMENT UNIT
Forensic Scientist 3

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 with associated court presentation and continue training in analysis of non-routine forensic document evidence.

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 analysis on routine forensic document evidence of limited complexity and difficulty.
- Work under the direction of a higher level forensic scientist or supervisor including the review of casework records.
- 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.
- Participate in continuing education and training programs in the analysis of forensic document evidence of a more complex and difficult nature.
- 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.
- Must meet one of the following requirements:
 - One year of full time experience in a forensic document analysis position.
 - Two years of full time professional experience performing examinations of documents identical or similar to those in the area of forensic document examination with documented competency testing approved by Indiana State Police and six months of full time experience in a forensic document analysis position.
 - A Masters Degree or PhD and six months of full time experience in a forensic document analysis position.
- Successful completion of an Indiana State Police recognized forensic document training and/or testing program and competency testing.
- 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.

III. JOB REQUIREMENTS AND ESSENTIAL FUNCTIONS (continued)

- Knowledge of the theory and practical operation of a variety of scientific instrumentation and analytical techniques.
- 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.