



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

FORENSIC PHOTOGRAPHER SUPERVISOR

Job Number: 20000952

Job Code: 40730V000101

Job Group: 4000 - HEALTH SCIENCE AND LABORATORY

Job Established: 09/16/2006

Job Revised:

Grade: 15	Salary (MIN - MID):	Special Entrance Rate:
	\$19,882-\$26,339 - Hourly	NONE
	\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary	NONE
	\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises forensic photography staff and serves as an expert in forensic photography; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in photography or a related field.

EXPERIENCE:

Must have six years of experience performing forensic photographer duties in a forensic science laboratory.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience performing forensic photographer duties in a forensic science laboratory will substitute for the education on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, assigns, supervises, coordinates, and monitors the work and training of forensic photographers. Conducts employee performance evaluations. Assists with the creation and revision of forensic photography policy and procedural manuals and training materials. Researches, assists and makes recommendations in the application of new forensic photography methods and equipment. Prepares purchase requests for routine supplies and equipment. Oversees and assures standardization and quality control for forensic photography work performed at the laboratory. Develops and maintains working relationship with local, state and federal officials to facilitate forensic photography services. Provides technical assistance to agency personnel. Prepares specialized reports as required. Qualifies as an "expert witness" in the area of forensic photography. Presents expert testimony on a continuing basis. Provides training to department personnel and personnel from other agencies in forensic photography. Presence may be required at crime scenes to assist with crime scene processing. Responsible for the receipt, processing and archival of evidentiary case film and photographs. Operates, maintains and repairs photographic processing instrumentation. Process color print and color slide film by automated system and hand processes black and white film. Mixes chemicals necessary for photo processing. Attends conferences and training courses as required.

UNIQUE PHYSICAL REQUIREMENTS:

The work requires standing for long periods of time and possibly assisting in lifting dead bodies.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents in this classification will typically perform their job duties in a forensic laboratory setting. Some work assignments will require incumbents' presence at crime scenes as well as aerial photography. May have some contact with contagious diseases and/or body fluids. Regular handling of sharp surgical instruments. Regular exposure to noxious odors, chemicals substances and biohazardous compounds.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.