



**APPLICATIONS ACCEPTED UNTIL SEPTEMBER 18, 2020 AT 5:00 PM**

**TECHNICAL INVESTIGATOR**

**Salary: \$41,586.86/YR. w/Benefits**

**GENERAL DESCRIPTION OF POSITION**

\*This position is designated as safety/security sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

The incumbent is responsible for complex crime scene investigations; assisting in the evaluation of the scene; utilize various types of laboratory equipment; develops, secures, and packages physical evidence for scientific examination, evaluation, and comparison; prepares detailed reports on the observations and activities at crime scenes and findings of evidence examinations; using chemistry and specific laboratory procedures, perform chemical analysis on seized controlled dangerous substances (Marijuana); testifies as expert witness in court regarding the findings and processing methods used in the laboratory and crime scenes. The Technical Investigator will be responsible for investigating crimes to include homicide, unexplained deaths, arson, fire deaths, shootings, suicide, overdose, robbery, child related crimes, and sexual assault.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Investigate crime scenes at any hour of the day or night, under any weather condition.
2. Systematically surveys crime scenes and formulates a plan of procedure.
3. Responsible for identifying, collecting, and documenting crime scene physical evidence including trace evidence from firearms, blood spatter, etc.
4. Responsible for crime scene photography by applying professional photographic techniques.
5. Prepares detailed written reports of technical investigations and lab examinations and maintains records and case files of all evidence and information acquired.
6. Prepares computer designed graphic and pictorial displays for case record and court presentations.
7. Give expert testimony in criminal court. This testimony must not only follow the rules of evidence but must also explain in laymen's terms, to a jury, the significance of the evidence as it relates to scientific proof.
8. Evaluates quality of latent fingerprint cards submitted to the lab on a weekly basis.
9. Responsible for maintaining department's criminal fingerprint evidence files.
10. Submit latent fingerprints to Oklahoma State Bureau of Investigations for submission into the AFIS fingerprint database.
11. Advise and assist case criminal investigators with crime scene and evidentiary matters.
12. Using scientific methods and laboratory equipment, be able to reconstruct events as they happened just prior to, during, and shortly following the commission of a crime in order to ascertain the type and location of evidence.
13. Assist state medical examiner with death scene investigations as well as performing pre and post autopsy processing of victims.
14. Responsible for assisting Special Investigations Unit with identifying, photographing, collection of controlled dangerous substances and chemical samples for evidence.

15. Responsible for maintaining safe and secure storage of all seized controlled dangerous substances (Marijuana) prior to and after completion of laboratory analysis in accordance with established protocols.
16. Responsible for the proper submittal of controlled dangerous substances (Marijuana) to OSBI for additional testing or destruction after Midwest City lab analysis and case adjudication.
17. Responsible for maintaining annual state and federal certifications required for the operation of an analytical laboratory tasked with analysis of controlled dangerous substances.
18. Responsible for transporting and submitting criminal evidence to OSBI, FBI, and OK County crime labs when necessary.
19. Responsible for control and disposal of departmental bio hazardous waste materials.
20. Responsible for safe handling and storage of laboratory high explosive, flammable, and corrosive materials and ensuring the crime lab remains at all times in compliance with OSHA standards.
21. Responsible for the maintenance, upkeep, and minor repairs of all lab equipment.
22. Perform any other related duties as required or assigned.

### **COMMUNICATION SKILLS**

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

### **CRITICAL THINKING SKILLS**

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

### **MENTAL DEMAND**

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

### **PUBLIC CONTACT**

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

### **EMPLOYEE CONTACT**

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

### **WORKING CONDITIONS**

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.)

part of the time.

### **ENVIRONMENTAL CONDITIONS**

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; frequently exposed to fumes or airborne particles; and occasionally exposed to work in high, precarious places, toxic or caustic chemicals, work with explosives. The noise level in the work environment is usually moderate.

### **PHYSICAL ACTIVITIES**

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, talk or hear; frequently required to stand, walk, sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; and peripheral vision.

### **EDUCATION AND EXPERIENCE**

Based on the substantial use of chemistry, sophisticated precision laboratory equipment, essential writing and communication abilities, and various complex computer programs, a Baccalaureate Degree or Advanced Degree, in a natural science or closely related field of study is required for entry to the position of Technical Investigator—Must possess a valid Oklahoma driver's license and be insurable. Previous experience in a criminal justice system is preferred.

### **ADDITIONAL INFORMATION**

Duties of the Technical Investigator are highly specialized and require the employee to coordinate a variety of skills and equipment in the performance of his/her job. An extremely high degree of accuracy and thoroughness is required. Significant job hazards exist including very offensive sights and odors. The investigator is subject to occasional extended duty hours and is on 24 hour call status as required.

This classification is a "safety-sensitive" position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. As a "safety-sensitive" classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a medical marijuana license will not excuse you from the testing process, or the consequences of testing positive for marijuana.

\*This is a job posting abbreviated from the full job description. For the full job description, please contact Human Resources.