

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## ASSISTANT FORENSIC SCIENCE SHIFT SUPERVISOR

<b>JOB CODE: 30048</b>	<b>PAY GRADE: 18</b>	<b>PAY RANGE: \$53,621 - \$85,795</b>
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### GENERAL DESCRIPTION

Under general supervision of the Forensic Science Supervisor or designee, performs administrative and technical work while supervising the Forensic Science Specialists on an assigned shift. Duties are accomplished with a degree of independence and at a level of responsibility where the member must exercise good judgment and individual initiative in the performance of assigned duties. A variety of clerical, statistical, and equipment maintenance tasks are performed in connection with the position. Work is reviewed through observation of quality and quantity of results obtained, oral and written reports, discussions and inspections. **Shift work is required and subject to call-out 24 hours a day.**

A member in this job classification spends at least 65 percent of their time performing duties that involve the collection examination, documentation, collection, preservation, preparation or analysis of human tissues or fluids or physical evidence having potential biological, chemical or radiological hazard or contamination, or uses chemicals, processes, or materials that may have carcinogenic or health-damaging properties in the analysis of such evidence in accordance with F.S. 121.0515.

**SUPERVISES OTHERS:** Yes

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring
- Reviews subordinates work performance, conducts open and honest performance counseling, appraisals and evaluated conditions of performance, initiates corrective action and/or disciplinary action as necessary
- Ensure subordinates meet agency standard in personal appearance, maintains and accounts for materials and agency equipment as prescribed by Sheriff's Office policy, special or General Orders and Standard Operating Procedures (SOPs)
- All of the essential functions listed under the Forensic Science Specialist position
- Supervises, directs, and coordinates, members assigned to his/her shift, the various crime scene functions, and administrative activities
- Modifies shift schedule in accordance with the needs for service or approval of training/leave requests

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- Reviews and approves reports and/or documentation records of crime scene processing performed by members
- Conducts training of basic and advanced crime scene processing methods
- Evaluates the operation of his/her assigned shift and adherence to established work method procedures, policies, and rules and regulation through personnel performance, reports, records, and field observation
- Participates in Sheriff's Office recruitment and community relations activities as directed.

Regular and reliable attendance is required as an essential function of the position.

This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

## QUALIFICATIONS

- Graduation from an accredited college or university with an Associate's Degree in Forensic Science, a forensic science field or closely related field AND three (3) years' related experience as a Forensic Science Specialist
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license



## KNOWLEDGE, SKILLS, AND ABILITIES

- All of the knowledge, skills, and abilities required of a Forensic Science Specialist
- Knowledge of modern police administration principles, practices and techniques, crime detection and investigation
- Knowledge of the rules and handling matters of evidence
- Knowledge of crime scene processing methodology
- Ability to assign, supervise, and review the work of the members of the shift assigned
- Ability to observe situations analytically and objectively and to express oneself clearly, concisely, and effectively, orally, and in writing
- Ability to react quickly and calmly, and to direct and coordinate the work of members on assigned shift in an emergency
- Ability to interpret the objectives of law enforcement functions to subordinates and to the public
- Ability to receive orders from superiors and transmit them to members on assigned shift in a firm and tactful manner
- Time management
- Interpersonal skills
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

## PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Operate motor vehicles, day or night, in compliance with all state laws and regulations regarding operation and licensure
- Maintain correctable to 20/20 vision
- Identify and differentiate colors
- Climb step and expandable ladders
- Don and wear a full face respirator
- Sit, stand or walk up to 7 hours per day
- Drive up to 3 hours per day
- Occasionally lift up to 75 lbs.
- Frequently bend and reach
- Occasionally squat, climb, kneel, or twist



## WORKING CONDITIONS

- Incumbents may be exposed to or experience:
  - Wetness (water) from high humidity at night, fog, scenes processed in wet areas
  - Slippery walking surfaces due to water at fire, crash scenes, roofs of structures, any scene processed in rainy/damp conditions
  - Debris from broken glass, fire, roof accidents, uneven terrain, natural disasters, and/or overhead structures
  - Frequent close contact with other forensic science specialists/peers, supervisors, citizens, arrested subjects, and deceased bodies
  - The need for flexibility in limited service locations, attics, crawlspaces, inside and under vehicles
  - Loud noise at service locations, to include, but not limited to, crash scenes, construction sites, detention facilities, alarms/sirens and/or generator use
  - Possibility of burns due to service at fire scenes, crash scenes, and/or chemicals used in advanced crime scene procedures
  - Constant fingerprint dusting powders and dust and dirt associated with outdoor service locations
  - Pollen and insect and animal bites at any outdoor service location
  - Toxic chemicals used in advanced crime scene processing, containers formerly used to store/transport narcotics or evidence from arson scenes
  - Fumes of decomposing human or animal remains
  - Frequent handling of evidence suspected of being exposed to the Hepatitis, AIDS virus, humans suspected of having Tuberculosis or Meningitis, and being present at scenes where there is a great deal of blood shed