

GRADE: 11E

TITLE: MANAGER, IDENTIFICATION SECTION
BUREAU: AUXILIARY SERVICES
DIVISION: LABORATORY/IDENTIFICATION DIVISION

REPORTS TO: ASSISTANT DIRECTOR, LABORATORY/IDENTIFICATION DIVISION
DIRECTOR, LABORATORY/IDENTIFICATION

SUPERVISES: SUPERVISOR, FINGERPRINT SECTION
LATENT FINGERPRINT EXAMINERS
FINGERPRINT SERVICE TECHNICIANS
IDMO OPERATORS

POSITION SUMMARY: Performs duties involved to supervise Supervisor, Fingerprint Technician Supervisor, Latent Fingerprint Examiners and Fingerprint Service Technicians and all other functions within the Laboratory/ Identification Division of the Bureau of Auxiliary Services to insure efficient operation.

FUNCTIONS OF THE JOB
Essential Functions

- 1) Supervises all personnel assigned to the Identification Section.
- 2) Arrange for and participate in the training of all new and current employees assigned to the section, maintain personnel and attendance records prepare monthly masterwork schedule.
- 3) Meet with other department managers and representatives of outside agencies to discuss current and future policies, procedures and projects.
- 4) Insure that the statewide AFIS computer system is maintained and operating properly, arrange and approve maintenance of computer system and other equipment assigned to the section.
- 5) Prepare requisitions for the purchase of fingerprint supplies including but not limited to obtaining vendor price quotes.
- 6) Compare and identify fingerprint evidence obtained from various crime scenes, chemically process physical evidence for the presence of latent fingerprints.
- 7) Testify in both state and federal court as a certified fingerprint expert.
- 8) Conduct periodic audits of the Identification Division to ensure compliance with ASCLD/LAB and CALEA guidelines.
- 9) Remain current in technical qualifications through continuing education and attending seminars and training.
- 10) Facilitate the professional development of staff to enhance the character and credibility of the Identification Division.
- 11) Responsible for updating the protocol and procedure manuals for the Identification Division to meet ASCLD/LAB standards.
- 12) Responsible for training and testing of all new Latent Fingerprint Examiners (Trainees).

Marginal Functions

- 1) Prepare daily duty roster for section.
- 2) Assist units supervised with any backlog of work.

Physical/Visual Activities or Demands: Physical/visual activities or demands that are commonly associated with the performance of the functions of this job.

- 1) Standing, walking, sitting, reaching, talking, hearing.
- 2) Clarity of vision at 20 inches or less and 20 feet or more with peripheral vision and the ability to bring objects into sharp focus, while reading from a computer
- 3) Average work – exert up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force occasionally.
- 4) Employees are required to submit to a DNA buccal swab as a condition of employment.
- 5) Must be willing to change duty hours when necessary and be available to be called into work during emergencies.

6) Must pass yearly proficiency testing as required by the Laboratory.

Environmental/Atmospheric Conditions: Environmental and atmospheric conditions commonly associated with the performance of this job.

Good working conditions. Occasional exposure to chemicals. Some elements present which makes conditions less desirable than usually found in an office.

POSITION QUALIFICATION REQUIREMENTS

Education: Bachelor's Degree in a science related field required, Master's Degree desired. Over 5 years experience in an accredited forensic laboratory required. ASCLD/LAB auditor training highly desired.

Experience: Over five years experience as an analyst in an accredited forensic laboratory. Two years of previous management experience desired. Above average computer and technical writing skills required. ASCLD/LAB auditor experience desired.

Skills and Abilities: Skills and abilities that may be representative but not inclusive of those commonly associated with this position.

- 1) Strong communication, writing, analytical, and decision making skills.
- 2) Ability to train and supervise the work of others.
- 3) Apply logical thinking to define problems, establish facts and draw valid conclusions.
- 4) Apply common sense understanding to carry out instructions furnished in written and oral form.
- 5) Working knowledge of computer programs including Microsoft® Word, Excel, PowerPoint, and Outlook.
- 6) Must have a working knowledge of all Department computer programs including LIMS, REJIS operation, ILEADS, iResults and PeopleSoft and the other programs currently being utilized by the Laboratory/Identification Division.
- 7) Knowledge of the Memorandum of Understanding

Machines, Tools, Equipment and Work Aids: Machines, tools, equipment and work aids which may be representative but not all inclusive of those commonly associated with this job.

AFIS Computer, REJIS Computer System, Camera Equipment, Chemistry Lab, Telephone, Fax Machine

License(s)/Certifications: Missouri Highway Patrol AFIS Certification and Missouri Highway Patrol Live-Scan Certification.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal law.

"Common associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

<u>Original Evaluation</u>	<u>Revised By</u>	<u>Revised By</u>	<u>Revised By</u>
MG:10\97	MG: 06/03	MG: 04/11	