

FORENSIC SCIENCE SPECIALIST - MULTIMEDIA

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class performs the most difficult and complex analysis of multimedia digital evidence, to produce tangible conclusions and documentation that can be used in autopsy reports, court hearings, proceedings or trials. Media analysis includes, but is not limited to audio, video and image collection, enhancement, and presentation along with the preparation of supporting reports and textual details. Responsibilities include the technical training of personnel, and conducting research and development projects to support technical growth, capacity and capability within the lab. This position functions as a subject matter expert with a superior level of analytical and instrumental competency. The incumbent is responsible for developing and implementing new methods and standards of practice within the specialty area and performs method validation for audio, video and imaging analysis to meet the laboratory's high standards of performance for Quality Assurance/Quality Control and laboratory accreditations. The incumbent may be called upon to provide expert testimony in depositions, trials and other proceedings. This position functions in a lead capacity over professional, technical and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs difficult and complex multimedia analysis including comparative analysis, photogrammetry, audio analysis and authentication examinations;

Performs method validations in order to implement new protocols or techniques, which may include the vetting of new software or instrumentation. Method validations are required by the laboratory's accrediting body; the validation procedure incorporates performance characteristics such as the accuracy and reproducibility of results and identifies limitations of the method, reported results, opinions and interpretations;

Retrieves and analyzes evidence from analog and digital CCTV systems both in the lab and at off-site locations;

Prepares detailed findings in preparation for review by investigators, prosecutors, or legal counsel, explaining complex technical concepts to nontechnical people;

Monitors on-going quality assurance standards to ensure consistency in the quality of laboratory results within the assigned unit;

Identifies quality trends and develops changes to standard procedures in response to deviations from desired norms;

Trains Forensic Science personnel in procedures and methods of analysis regarding audio, video and image data;

Interprets results from complex analysis relative to crime scene processing and issues written reports;

Participates in autopsies for the purpose of documenting images for official records;

Evaluates, identifies and recommends the need for program modification and specific technical training;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Makes recommendations regarding new methods and equipment that could enhance the productivity of the laboratory and better enable it to meet the goal of quality and timely scientific analyses of evidence to support law enforcement agencies in Westchester County;

Maintains proper supplies, equipment, and software for audio, video and image analysis;

Assists in the design and implementation of the laboratory's quality assurance program. This includes writing procedures for newly validated methods, designing quality control procedures and assisting with other aspects related to the laboratory's accreditation.

Participates in internal and external proficiency testing programs;

Testifies in court regarding laboratory analyses and the significance of the results;

Attends training sessions to keep abreast of new laboratory procedures, techniques, and equipment;

Participates in the Departments' teaching programs;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Comprehensive knowledge of modern techniques, procedures, principles, practices, statistics, instrumentation and safety precautions used in the field of audio, video and imaging Forensic Science; skill in the operation, calibration, troubleshooting and maintenance of specialized equipment used within the specialty area; ability to work effectively in challenging and often emotionally distressing environments; ability to train subordinate technical personnel; ability to conduct tests and analyses of data, detect and investigate problems, and make evaluations supported by experimental evidence; ability to carry out quality control measures; ability to establish and maintain effective working relationships; ability to understand and follow complex verbal and written technical instructions; ability to communicate effectively both orally and in writing; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word-processing, and database software; accuracy; thoroughness; dependability; resourcefulness; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and five years of recent (within the last eight years) experience in a Forensic Science Laboratory or law enforcement agency, with a primary focus on audio, video and/or image analysis.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York Education Department as a post-secondary degree, granting-institution.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York will be required at the time of appointment and maintain same while in the title.

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J.C.: Non-Competitive
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Job Class Code: C3315
Job Group: XII