



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 873.4

Job Title: **FORENSIC PHOTOGRAPHER SUPERVISOR**

Pay Grade: 19

GENERAL SUMMARY:

Supervises personnel performing forensic photography of crime scenes and/or crime scene evidence.

RESPONSIBILITIES:

- Supervises, monitors and assigns personnel. Evaluates job performance and provides training to subordinates. Resolves more complex technical problems.
- Prepares notes and reports, maintains administrative records and files, and maintains an inventory of supply levels and equipment.
- Develops and prepares standard operating procedures, goals and objectives, techniques, policies and reports.
- Provides photographic technical assistance to officers, District Attorney's Office, law enforcement agencies and other city departments.
- Performs still photography including site and shoot set-up, actual shoot, processing and developing, and final assembly.
- Sets up and positions camera for shoot. Selects proper film type and exposure, adjusts camera settings and selects proper background and angles.
- Processes, develops and prints film or photos; makes enlargements or special photos; performs digital enhancements, enlargements and color corrections.
- Supervises, coordinates, edits, assembles and participates in special photographic related projects.
- May make photographic records of City ceremonies, award presentations and special events.

SPECIFICATIONS:

KNOWLEDGE:

Requires an Associate's degree in Photography or a directly related field.

EXPERIENCE:

Four years of experience in a forensic laboratory as a photographer are required.

Two years of professional photography experience in a forensic laboratory may be substituted for the education experience on a year-for-year basis.

Certification: In the Fire Department, must have certification by the National Fire Protection Association in Fire Cause and Origin Investigation.

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with lower-level service representatives and vendors and occasionally with citizens, visitors and/or mid-level government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces.

WORK ENVIRONMENT:

There are occasional discomforts from exposure to moderate heat, cold, moisture and unpleasant air conditions. The position may involve routine exposure to soiled materials and chemical substances.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Forensic Photographer
Forensic Photographer Supervisor

Effective Date: July 2000