

1. Position Code

**State of Michigan
Department of Civil Service**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.) 	8. Department/Agency State Police
3: Employee Identification Number 	9. Bureau (Institution, Board, or Commission) Field Support Bureau
4. Civil Service Classification of Position Department Technician 7-E9	10. Division Forensic Science Division
5. Working Title of Position (What the Agency Titles the Position) Forensic Records Technician	11. Section Lansing Forensic Laboratory - North
6. Name and Classification of Direct Supervisor Mr. Glen Hall, Laboratory Director 15	12. Unit Administration
7. Name and Classification of Next Higher Level Insp. John Bowen State Administrator Manager 16	13. Work Location (City and Address)/Hours of Work 7320 N Canal Rd., Lansing MI 48913 8:00 a.m. – 5:00 p.m., Monday - Friday

14. General Summary of Function/Purpose of Position

The Forensic Records Technician provides support to the Forensic Science Division (FSD) and is responsible for laboratory-related record requests. The incumbent gathers and processes routine, general forensic case file requests via the MiCJIN Portal FOIA application, encrypted email, fax, USPS mail, courier, or in-person transfer. The incumbent processes and respond to case file, relevant supporting documents and/or data and laboratory accreditation requests. The incumbent will process the data into the MiCJIN Portal FOIA application, Forensic Advantage (FA), and Forensic Advantage Breath Alcohol Database (FABrAD). The Forensic Records Technician also provides administrative laboratory support activities at the direction of professional staff. This position functions in a bias free manner.

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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete the duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties must equal 100 percent.

Duty 1:

General Summary of Duty 1 **% of Time 60**

Is responsible for gathering and processing routine, general forensic case file requests.

Individual tasks related to the duty.

- Gathers and processes general forensic case file records for requests via the MiCJIN Portal FOIA application, encrypted email, fax, USPS mail, courier, or in-person transfer
- Retrieves general forensic case file records from the FA, FABrAD, and the Digital Crime Repository (DCSR).
- Request paper records from the Department of Technology Management and Budget (DTMB) Records Center via Content Manager.
- Prepare and release requested documents in compliance with all applicable policies and procedures.
- Frequently accesses the MiCJIN Portal FOIA application to monitor incoming laboratory-related records requests and prepare requested documents for upload into the system.
- Collaborate with the Records Resource Section to ensure timely response to records requests and to ensure compliance with policies and procedures. Consults with professional staff as needed, to retrieve the appropriate records being requested.
- Notifies unit supervisor when highly sensitive or complex requests are received.
- Maintains electronic filing system for all general forensic case file requests.

Duty 2:**General Summary of Duty 2****% of Time 15**

Subpoena receipt and tracking.

Individual tasks related to the duty:

- Receives subpoenas in person, by mail, courier, or electronic submission.
- When needed, consult with professional staff if additional information is needed from law enforcement agencies, defense attorneys, and prosecuting attorneys.
- Enters subpoena information in the Testimony Module of FA and forwards subpoenas to member(s) listed on the subpoena.
- Maintain subpoena and court appearances in FA Testimony Module.

Duty 3:**General Summary of Duty 3****% of Time 15**

Assists with evidence reception and tracking, evidence storage, and organization.

Individual tasks related to the duty:

- Receives and returns evidence in the laboratory reception area as necessary.
- Enters pertinent information into FA at evidence intake
- Assists forensic technicians with evidence property audits.
- Provides court testimony, when required, to evidence handling and chain of custody.
- maintains a curriculum vitae for use in court testimony.

Duty 4:**General Summary of Duty 4****% of Time 10**

Performs other duties as assigned.

Individual tasks related to the duty:

- Aids laboratory administration, management, and analytical staff with specific projects or duties, as directed.
- Receive visitors and telephone calls for laboratory director and staff.
- Assists with physical asset inventories.
- Assists with the Automated Asset Recovery Process (AARP).
- Collects equipment to send to DTMB Surplus.
- Pulls Breath Alcohol records from the field as necessary.
- Attend training as requested by management to gain proficiency.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use the attached additional sheets, if necessary.

Under the direction of the unit supervisor, reviews document requests to determine which records will be gathered in compliance with applicable laws, rules, guidelines, policies, and procedures. Those affected include agencies or individuals who rely on these records to conduct law enforcement activities, protect vulnerable children or adults, protect public health and safety, are required for legal proceedings, or require accurate and timely information.

17. Describe the types of decisions that require your supervisor's review.

Conflicting, unclear, or high-profile document, records, or evidence submission requests, applicable laws, rules, guidelines, policies, or procedures.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each condition. Refer to instructions on page 2.

Work environment frequently involves exposure to unpleasant fumes, odors, and bloodborne pathogens, as well as reviewing accident, autopsy, crime scene and laboratory reports, photos, audio, and video, some of which may be disturbing. Safety procedures are covered in Forensic Science Division Policy.

Lifting up to 30 pounds and carrying that load for a distance of up to 100 feet over uneven terrain; walking; standing; kneeling; bending; squatting; climbing stairs; driving a motor vehicle.

Mental stress due to statutorily mandated response times.

Daily work volume / occasional court ordered appearances.

19. List the names and class titles of classified employees whom you immediately supervise or oversee on a full-time, ongoing basis (if more than 10, list only classification titles and the number of employees in each classification)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. My responsibility for the above-listed employees includes the following (check as many as apply):

Complete and sign service ratings	Assign work
Provide formal written counseling	Approve work
Approve sick and annual leave requests	Review work
Sign time card	Provide guidance on work methods
Orally reprimand	Train employees in the work

21. I CERTIFY THAT THE ABOVE ANSWERS ARE MY OWN AND ARE ACCURATE AND COMPLETE.

Signature

Date

NOTE: Make a copy of this form for your records

TO BE FILLED OUT BY IMMEDIATE SUPERVISOR

22. Do you agree with the responses from the employee for items 1 through 20? If not, which items do you disagree with and why.

Yes.

23. What are the essential duties of this position?

The most essential duties of this position gathering of requested documents accurately and timely, as well as performing administrative laboratory support activities such as handling subpoenas and court appointments, evidence receipt, return, and storage.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position.

25. What is the function of the work area and how does this position fit into that function?

The function of the work area is to perform administrative laboratory support, with the main function of responding to requests for records stored and retained by the Michigan State Police Forensic Science Division.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Departmental Technician 7 One year of experience performing administrative support activities equivalent to the 7-level in state service.

Departmental Technician 8 One year of experience performing administrative support activities equivalent to the 8-level in state service.

OR

One year of experience as a technician or paraprofessional equivalent to the entry level in state service.

Departmental Technician E9 One year of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

OR

One year of experience performing administrative support activities equivalent to the 9-level in state service.

OR

Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of methods of operation, statute and policies/procedures, computer skills, and the ability to handle sensitive and confidential information in a professional and discrete manner.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

Note: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

29. *I certify that the entries on these pages are accurate and complete.*

Appointing Authority's Signature

Date