



Career Service Authority

Police Photographic Specialist

Page 1 of 5

GENERAL STATEMENT OF CLASS DUTIES

Performs full performance level technical work in photography and digital image processing including still photography and video images; and collects, stores, and maintains photographic evidence for the City & County of Denver.

DISTINGUISHING CHARACTERISTICS

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

By position, performs lead work.

ESSENTIAL DUTIES

Operates computer assisted and interfaced photographic development/processing equipment and video recording/playing and editing equipment.

Collects, stores, and maintains all photographic evidence for the City & County of Denver. Maintains chain-of-custody for evidence by recording description of evidence, dates, times, locations, processing required, number of stills or video footage, techniques used, and related information.

Selects cameras, lenses, filters, film, and lighting equipment to perform assignments.

Conceives, plans, and implements photographic techniques for collection of photographic evidence, public relations, studio, commercial, forensic and aerial photography.

Operates advanced negative and print processors, and continuous color and black and white printers.

Calibrates and operates densitometer to determine and maintain quality control of photographic chemistry. Uses densitometer to determine density and color corrections for both negatives and color prints.

Prepares statements, justifications, and internal communications regarding research data, statistics, and technical information.

Establishes forensic photographic procedure.

Performs repair of photographic and video equipment; stocks and maintains darkroom and studio with equipment and supplies.

Testifies in court as an expert witness on photographs taken, procedures used for taking photographs, processing, and printing procedures, and techniques used.

Directs the activities of other workers, including non-technical staff.

Provides training sessions to technical and non-technical staff in equipment use, photographic procedures, and quality control. Solves problems with photographic quality.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Technical Competence – Knowledge of how to perform one's job. Refers to specialized knowledge that is acquired through formal training or extensive on-the-job experience.

Listening – Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Customer Service – Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public,

individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations.

Integrity/Honesty – Displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; chooses an ethical course of action; is trustworthy.

Organizational Awareness – Knows how social, political, organizational, and technological systems work and operates effectively within them. This includes the policies, procedures, rules and regulations of the work unit or organization.

Technology Application – Uses machines, tools, or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.

Applies Technology to Tasks – Selects and understands procedures, machines, or tools that will produce the desired results. Identifies or solves problems in machines, computers, or other technologies as they are related to performing tasks.

Manages and Organizes Information – Identifies a need; gathers, organizes, and maintains information; determines its importance and accuracy, and communicates it by a variety of methods.

Database Management Systems – Knowledge of the uses of database management systems and software to control the organization, storage, retrieval, security, and integrity of data

Information Management – Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Conscientiousness – Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior.

Arithmetic/Mathematical Reasoning – Performs computations such as addition, subtraction, multiplication, and division correctly; solves practical problems by choosing appropriately from a variety of mathematical techniques such as formulas and percentages.

Writing – Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Memory – Recalls information that has been presented previously.

Reading – Learns from written material by determining the main idea or essential message. Recognizes correct English grammar, punctuation, and spelling.

Reasoning – Discovers or selects rules, principles, or relationships between facts and other information.

Self-Esteem – Believes in own self-worth, maintains a positive view of self, and displays a professional image.

Self-Management – Sets well-defined and realistic personal goals; monitors progress and is motivated to achieve; manages own time and deals with stress effectively.

Teaches Others – Helps others learn; identifies training needs; provides constructive reinforcement; coaches others on how to perform tasks; acts as a mentor.

Speaking – Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations; uses body language appropriately.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Physical Demands:

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Crouching: bending body downward and forward by bending legs.

Fingering: picking, pinching, or otherwise working with fingers.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Kneeling: bending legs to come to rest on one or both knees.

Reaching: extending the hand(s) and arm(s) in any direction.

Repetitive motions: making frequent movements with a part of the body.

Stooping: bending the body by bending spine at the waist.

Talking: expressing or exchanging ideas by means of spoken words.

Walking: moving about on foot.

Eye/hand/foot coordination: performing work through using two or more.

Hearing: perceiving the nature of sounds by the ear.

Near Acuity: ability to see clearly at 20 inches or less.

Ability to adjust vision to bring objects into focus.

Far Acuity: ability to see clearly at 20 feet or more.

Depth Perception: ability to judge distances and space relationships

Color Vision: ability to distinguish and identify different colors.

Lifting: raising or lowering an object 25 - 50 pounds.

Environmental Conditions:

Hazards: Conditions where there is danger to live, body, and/or health.

Atmospheric Conditions: conditions that affect the skin or respiratory system.

Subject to varying and unpredictable situations.

Working Conditions:

Exposed to a wide variety of electromechanical hazards

Exposed to odorous chemicals and specimens

Exposed to cleaning agents/solvents/chemicals/gases

Exposed to toxic and noxious chemicals and gases

Exposed to unpleasant elements (accidents, death, injury, disease, and illness)

Subject to varying and unpredictable situations

Subject to many interruptions

Education Requirement:

Two years of college level coursework in photography

Experience Requirement:

Three years of experience as a commercial or industrial photographer including color photofinishing.

Education/Experience Equivalency:

A combination of appropriate experience and education may be substituted for the minimum experience and education requirements.

Licensure and/or Certification:

Possession of a valid driver's license at the time of application.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 12/16/2006

REVISED BY: Vivian Atkins

CLASS HISTORY: Revised class specification as result of Photography Study and incorporated HR Manager format.