

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
DOCUMENT EXAMINER I - 1420

DEFINITION:

Under immediate supervision, in a training program, to perform the simple, less complex examination of questioned documents in connection with the investigation of crimes; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Receives on-the-job training in principles, techniques, and practices of questioned documents examination;
- Obtains handwriting exemplars from suspects and compares them with handwriting in question to determine the degree and extent of similarity;
- Performs microscopic examinations utilizing a variety of computer software programs to analyze handwriting, typewriting, check indentation, and other mechanical impressions to detect alterations, censored materials, chemical or mechanical erasures, hand printing, overwritings, and evidence of tracings;
- Assists in the preparation of photographs, charts, and other aids for presentation in court.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

No specific education or experience is required.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**