

July 1, 2000  
(Revised)

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **DOCUMENT EXAMINER I**

##### **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 of handwriting, typewriting, and check indentation and other mechanical impressions to detect alterations, censored materials, chemical or mechanical erasures, handprinting, 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 Announcement for updated minimum qualifications.

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.