

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

DOCUMENT EXAMINER II

DEFINITION:

Under general supervision, in a training program, to perform routine examination of questioned documents in connection with the investigation of crimes; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Examines questioned signatures and handwriting on documents to determine the identity of the author;
- Performs routine work in the analysis, evaluation, comparison, examination, and identification of handwriting and mechanical impressions;
- Gives expert testimony in courts on routine cases of questioned documents examination;
- Makes microscopic examinations of handwriting, typewriting and other mechanical impressions, drawings, indentations, and overwritings to detect alterations, chemical and mechanical erasures, and evidences of tracing;
- Examines typewriting, mechanical impressions, and paper, including perforations, cancellations, and rubber stamps of various kinds to determine type, model, and make of the machine or instrument, condition of the ribbon, and origin of the paper;
- Prepares photographs, charts, and other material for demonstration of evidence in court;
- Prepares reports and correspondence.

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.

One year of verifiable professional experience examining questioned documents in connection with criminal investigations, which must include testifying in court as an expert witness.

- * **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.