



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: HANDWRITING EXAMINER

DEFINITION: Under direction, examines and compares handwriting and mechanical impressions on questioned documents in connection with the investigation of crime.

EXAMPLES OF DUTIES:

- Obtains handwriting specimens from suspects to compare with writing on questioned documents;
- Uses a variety of microscopic, photographic and light equipment to determine the author of documents;
- Identifies the make, model and work product of various typewriters;
- Detects eradications, erasures, alterations, and substitutions;
- Prepares reports, exhibits and court evidence;
- Keeps records on procedures, evidence, exhibits, and findings;
- Testifies as an expert witness;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

A minimum of two years of training at a recognized forensic document laboratory, and two years of full-time, paid experience examining, comparing and identifying handwriting, mechanical impressions, and related documents, and preparing exhibits and testifying as an expert witness in court;

OR

A post 1980 forensic Document Examiner's Certification issued by the American Board of Forensic Sciences.

Proof of a valid motor vehicle operator's license must be presented at time of filing. Applicants will be required to pass a thorough background investigation.

HISTORY:

Revision of Classification Specification dated 12/01/67.

Approval/Adoption Dates: 05/15/85 - Human Resources Department