

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Photographer I

CLASS CODE: 2558

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification perform duties related to all areas of photography essential to law enforcement and investigations.

DISTINGUISHING CHARACTERISTICS:

This is an entry-level technical classification the Police Services Series – Identification Group job family within the City of St. Louis. Incumbents within this classification perform routine to moderately complex duties with a variety of related tasks. Incumbents perform more complex tasks as job experience and knowledge increases. The distinguishing characteristic of this classification within the series include ability to work with other units, and to recognize and adapt techniques to their specific photographic requirements.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Provides various photographic services associated with the crime laboratory and the Department.

Logs, develops and prints film received from multiple units, and files the negatives.

Manipulates and enhances scanned or digital images to create desired effects, using computers and specialized software.

Responsible for the regular maintenance of all photographic equipment and supplies, including the cleaning and repairs of equipment (e.g. cameras, processors, etc.).

Responsible for the programming of the computerized equipment (e.g. printers, processors, etc.).

Responsible for designing the chemistry for developing specialized photography.

Responsible for processing DNA photography for identification and criminal prosecution.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Human Interaction:

Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers, on how to apply policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as various types of cameras, photographic processors, photographic printers, computer, computerized photographic equipment/mini lab, and film scanners.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as program specifications, technical operating manuals, work requisitions, run books, procedures, and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals.

Functional Reasoning:

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

Environmental Factors:

Good working conditions. Some exposure to elements such as odors, noise and/or chemicals.
Required to wear respirator while mixing chemicals for photographic processing.

Physical Requirements:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing up to forty-five (45) pounds such as photograph equipment or supplies.

Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements:

Requires the ability to recognize and identify individual characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

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