

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Polygraph Examiner

CLASS CODE: 2576

GENERAL DESCRIPTION OF DUTIES:

Incumbents perform duties to assist in investigations by scientifically determining the truthfulness of suspects.

DISTINGUISHING CHARACTERISTICS:

This is a journey-level technical classification in the Police Services Series – Adjunct Group job family within the City of St. Louis. Incumbents in this classification perform moderately complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include responsibility for preparing questions, scheduling and conducting polygraph examinations, and testifying in court regarding results.

Incumbents work under general direction. Supervision is given by occasional conferences.

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.)

Responds to inquiries from detectives, division directors and the City of St. Louis government regarding polygraph examinations.

Analyzes police and civilian reports; interviews detectives or appropriate personnel to determine if polygraph examination is necessary.

Schedules polygraph examinations.

Generates and prepares relevant control questions to be used during polygraph examination.

Conducts pre- and post-polygraph examination interviews of suspects.

Administers polygraph examinations; consults with detectives or appropriate personnel regarding polygraph examination results.

Maintains all written and video/audio files associated with polygraph examination.

Maintains polygraph equipment and supplies.

Testifies in court regarding polygraph examinations as necessary.

Complies with revisions from time to time after mutual consultation.

Prepares polygraph reports indicating results, supporting documentation and conclusions to be used by law enforcement personnel and prosecutors.

Coordinates with other law enforcement agencies and related federal and state level organizations.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise; requires discretion in determining and referencing such to established criteria to define consequences.

Human Interaction:

Ability to work with a diverse group of people. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations. Requires ability to provide guidance, assistance and/or interpretation to others. Ability to exercise extreme discretion regarding confidential information.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as polygraph equipment, personal computer, copier, fax, telephone and/or other materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as regulations, ordinances, statutes, procedures, guidelines and other non-routine correspondence.

Mathematical Aptitude:

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

Functional Reasoning:

Requires the ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Tasks performed in an office environment where exposure to irate individuals poses a potential risk.

Physical Requirements:

Tasks involve the ability to stand, sit, walk, feel, hear, and talk.

Clarity of vision at twenty (20) inches or less and twenty (20) feet or more with the ability to adjust the eye to bring objects into sharp focus.

Sensory Requirements:

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

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.