ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

DOCUMENT EXAMINER

POSITION CODE: 12640
Effective: 11-1-71

DISTINGUISHING FEATURES OF WORK:

Under direction, performs technical work in the analysis, evaluation, comparison, examination and identification of handwriting, mechanical impressions, and paper; determines whether the document or any of its parts are authentic or counterfeit; prepares complex reports of findings; appears in court to testify, explain and illustrate the methods used in examining and in identifying questioned documents; trains members of the staff in the methods of document and handwriting examinations; collects and compiles related materials of reference standards to be used in the reference library.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Examines questioned signatures and handwriting on documents to determine the identity of the author; determines the validity of dates or alleged ages of documents of particular entries.

2. Deciphers or restores eradicated or obliterated writings and markings; detects alterations, additions, interlineations, chemical and mechanical erasures, evidences of tracings or other tamperings with original documents; performs chemical analysis and comparison of inks and papers.

3. Makes microscopic examinations of handwriting, typewriting and other mechanical impressions, drawings, hand printing, indentations and overwriting.

4. Examines complex typewriting and other mechanical impressions, including perforations, cancellations, and rubber stamps of various kinds, to determine the type, model and make of the machine or instrument and the condition of the ribbons.

5. Prepares detailed and complex photographs, charts, and other materials for demonstration of evidence in court when necessary; consults with prosecutors on various methods of presenting evidence.

DOCUMENT EXAMINER (Continued)

6. Arranges for learning situations of staff members in the methods and techniques of document and handwriting examination and related work.

7. Attends meetings and seminars and speaks to interested groups concerning document examinations.

8. Researches, prepares and presents scientific papers at technical meetings.

9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college.

Requires three years professional experience in handwriting and document authenticity examinations, including giving testimony as a witness in various courts on matters relative to such documentary evidence.

Knowledge, Skills and Abilities

Requires thorough knowledge of the properties, characteristics and techniques of analysis of handwriting, typewriting, printing, duplicating and of inks, papers and other writing, printing, and recording instruments and materials.

Requires thorough knowledge of photographic and laboratory equipment and techniques.

Requires working knowledge of state, federal and local criminal laws and regulations.

Requires working knowledge of the rules of evidence in criminal law.

Requires the ability to detect peculiarities of letter formations and individual writings and mechanical impressions.

Requires ability to construct court exhibits and demonstration charts.

Requires ability to analyze and correlate outside source information contained in reports of crimes.

Requires ability to develop evidence and to present it convincingly in written reports or orally.

Requires ability to develop and maintain friendly and cooperative relationships with law enforcement officers and others.