



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
POLYGRAPH EXAMINER (NON-COMMISSIONED)	35	B	11.299

Under general direction, Polygraph Examiners conduct polygraph examinations of parolees, probationers, and lifetime supervision offenders in criminal cases and/or applicants for employment, as requested by State and local law enforcement agencies and other agencies within the State.

Review case information and/or meet with investigative personnel to identify issues to be covered in the examination process; determine appropriate polygraph technique to be used and write preliminary questions using case information.

Explain examination procedures to examinee, including information concerning legal rights; obtain signature on consent forms according to established policies.

Ask general questions of examinee regarding physiological conditions, medications and other health factors to determine fitness for examination and/or impact on examination results.

Conduct preliminary interview and record information; formalize and review questions with examinee and modify as necessary.

Conduct pre-employment polygraph examinations; review applicant information and/or meet with the hiring authority to identify issues to be covered in the examination process; determine appropriate polygraph technique to be used and write preliminary questions using applicant information.

Conduct polygraph examinations designed to disclose information regarding current offenses, sexual history, or conditions of the examinee's parole, probation and/or lifetime supervision including any amendments or special conditions.

Conduct polygraph examination asking questions to determine truth or deception using polygraph instruments; ask probing questions based on verbal and/or physical responses from examinee and/or testing instruments; score polygraph examination and determine results.

Advise examinee of results; when results indicate a deceptive response, interview examinee for further clarification.

Write report of findings to finalize examination results and distribute to requesting entity.

Calibrate polygraph instruments to ensure accurate test results; operate and maintain sound and video recording equipment.

Provide expert testimony in court and at hearings concerning the validity of information provided by suspects, witnesses and others involved in criminal proceedings.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS**SPECIAL REQUIREMENT:**

- * Candidates must successfully pass a background investigation prior to consideration for appointment.

INFORMATIONAL NOTE:

- * Candidates must qualify for, and successfully complete, the polygraph examiner licensure within six months of appointment.

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university with major coursework in criminal justice, psychology, sociology, social work, public or business administration or related field, and two years of professional experience in a law enforcement, social or behavioral services environment. The experience must have included conducting pre-employment screening and/or offender interviews to elicit responses pertaining to background history, writing comprehensive reports, managing a caseload and providing courtroom testimony; **OR** graduation from high school and three years of professional experience as described above; **OR** current licensure as a Polygraph Examiner; **OR** a combination of education and experience. (*See Special Requirement and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: caseload management techniques; methods and techniques of interviewing; legal rights of citizens; and court procedures. **General knowledge of:** criminal and case State laws applicable to criminal investigations; professional courtroom demeanor and etiquette. **Ability to:** maintain cooperative and effective working relationships with law enforcement agencies, government officials, the judicial system, and the general public; conduct interviews; independently conduct polygraph examinations; recognize emergency or dangerous situations and inform law enforcement personnel; gain the confidence of others; write concise, logical comprehensive reports; read and interpret statutes and agency policies and procedures; testify in court.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: appropriate use, operation, calibration and care of polygraph equipment; State and federal criminal cases applicable to conducting interviews and polygraph examinations. **Working knowledge of:** State and federal laws, agency policies and procedures; principles, practices and procedures of conducting polygraph examinations; pharmacology and physiology as related to polygraph examinations. **Ability to:** maintain current knowledge of computerized polygraph equipment and techniques; transcribe from a tape; read and interpret court orders, legal documents, complaints and judgments; orally present findings in a clear, concise manner before management, State officials and the judicial system; discuss and explain agency policies and procedures to persons of various backgrounds.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

11.299

ESTABLISHED: 6/24/15R
9/14/15UC