



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

POLYGRAPH EXAMINER III

Job Number: 20000705

Job Code: 24350V231016

Job Group: 2400 - AUXILIARY LAW ENFORCEMENT

Job Established: 06/16/1992

Job Revised: 10/16/2023

Grade: 15 Salary (MIN - MID):

\$24,863-\$37,295 - Hourly

\$4,040.24-\$6,060.44 - 37.5 Hr. Monthly Salary

\$4,309.60-\$6,464.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs duties in the use of polygraph instruments to detect deception in, or verify the truthfulness of, statements made by witnesses, victims, suspects, and accused persons involved in criminal investigations or pre-employment screenings. Provides training classes to the Kentucky State Police Academy and other agencies on polygraph requirements procedures; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Must have two years (54 semester hours) from a college or university.

EXPERIENCE, TRAINING, OR SKILLS:

Must have four years of experience as a polygraph examiner.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in active military duty or as a Kentucky Polygraph Examiner or as a sworn law enforcement officer will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a certificate of graduation from a school accredited by the American Polygraph Association. Kentucky Revised Statutes - Chapter 329 Must obtain required Kentucky Polygraph License within thirty days of employment. Must maintain any

required licensure (s), certification (s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises a training program for trainee examiners. Ensures all training materials are up to date and in line with standard operating procedures. Presents training classes about polygraph to the agency recruit classes and other agencies. May act as quality control monitor of polygraph exams. Oversees and directs the Polygraph Examiners in the absence of the Polygraph Program Manager. Assures that staff adheres to all Kentucky State Police and polygraph unit policies. Conducts a daily review of all typed reports by examiners before they are sent to law enforcement agencies and Commonwealth Attorneys. Conducts random reviews of current examinations conducted to assure accuracy of interpretation, proper question formulation, and interview techniques. Formulates questions that will adequately and accurately verify the information requested by the investigator. Interviews the person to be examined in order to obtain personal information, permission to administer the examination, and the person's own statements concerning the matter under examination. Formulates both an oral and written report of the examination results and offers his/her opinion to the person requesting the examination. Supervises the administration of examinations by less experienced examiners. Conducts pre-employment screenings.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform work in an office setting. Frequent travel is required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.