

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Polygraph Examiner

Definition

Conducts polygraph examinations of offenders; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Consults with other professional staff members in structuring treatment activities and developing treatment plans for offenders in sex offender treatment programming. Prepares for the polygraph examination by a thorough review of an offender's file and pre-examination interview with offender.

Conducts diagnostic post-conviction polygraph examinations of primarily sex offender clients. May also conduct maintenance or monitoring polygraph exams, or examinations to verify sexual history.

Reads, explains, and obtains offender signatures on waivers and releases.

Ensures testing site and equipment are in compliance with protocol standards. Sets up polygraph equipment and video equipment in preparation for the examination. Takes down equipment after completion of the examination.

Prepares the examination reports following the examination, including a conclusion as to the client's veracity or attempts to circumvent the test. Testify in court proceedings as needed.

Maintains files and transfers records, including examination reports, as necessary.

Travels where necessary to conduct the examinations.

Attends Corrections and polygraph training as necessary to upgrade skills.

Competencies Required

Knowledge:

- Public Safety and Security – Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Psychology – Human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

- Sociology and Anthropology – Group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.
- Computers and Electronics – Circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.

Skills:

- Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Speaking – Talking to others to convey information effectively.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.

Minimum Qualification Requirements

Graduation from an accredited four-year college or university and experience equal to two years of full-time work in corrections or criminal justice.

Notes

Must successfully complete an American Polygraph Association (APA) accredited polygraph training program, obtain Post-Conviction Sex Offender Testing (PCSOT) certification, and obtain membership in good standing with the American Polygraph Association within a timeframe designated by the appointing authority.

Effective date: 02/16 KF