

**COUNTY OF MAUI**  
invites applications for the position of:

## **Police Evidence Specialist I (SR- 18)**

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**SALARY:** \$3,774.00 Monthly  
**OPENING DATE:** 12/09/18  
**CLOSING DATE:** 12/25/18 11:59 PM  
**JOB TYPE:** Permanent Full-Time  
**LOCATION:** Maui County (various)  
**DEPARTMENT:** Department of Police

**DESCRIPTION:**

Assists in searching for, recovering, preserving and marking physical evidence at crime scenes, and in preparing evidence reports and exhibits for court presentation; assists in conducting routine tests and analyses within the police crime laboratory; and performs other related duties as required.

Distinguishing Characteristics:

This class differs from the Police Evidence Specialist II in that the Police Evidence Specialist I performs moderately difficult tasks relating to the search, recovery, preservation and marking of physical evidence, and assists more experienced specialists with the more difficult and complex aspects of the work; whereas the Police Evidence Specialist II independently performs the full range and difficulty of work relating to the search, recovery, preservation and marking of physical evidence.

**EXAMPLES OF DUTIES:**

The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.

- Assists in searching for, recovering, preserving and marking physical and trace evidence at crime scenes.
- Takes measurements and notes, and prepares simple sketches and drawings of crime scenes,

including placement of physical evidence.

- Dusts, lifts, and recovers latent fingerprints from various sources at crime scenes.
- Assists in making casts of body impressions and objects.
- Takes photographs of latent prints, evidence and crime scenes, and processes same as required.
- Assists in preparing evidence reports and in assembling evidence and exhibits for court presentation.
- Assists in conducting tests and analyses in the crime laboratory to include examination and analysis of drugs and alcohol; processing latent prints through chemical methods; examining and testing firearms and comparing bullets and cartridges; preparing chemical reagents, etc.
- Receives on-the-job instruction on the more complex and sophisticated methods, procedures, and techniques of crime scene investigations.
- Attends in-service and other classes pertinent to the field.

### **MINIMUM QUALIFICATION REQUIREMENTS:**

**Training and Experience:** A combination of education and experience substantially equivalent to graduation from an accredited college or university with a bachelor's degree in the physical or biological sciences, and one year of laboratory, research, or analytical work experience involving the application of scientific principles and procedures in chemistry, biology, physics, or a related field.

**Qualification for Firearms:** Must be qualified to carry and/or possess firearms or ammunition in accordance with state and federal laws, e.g., no misdemeanor or felony domestic violence conviction.

**License Requirement:** Possession of a valid motor vehicle driver's license (equivalent to State of Hawaii Type 3).

**Knowledge of:** Basic principles of physical and biological sciences; standard laboratory procedures and equipment.

**Ability to:** Learn crime scene characteristics and evidence recovery procedures ; learn and apply the rules of evidence; learn and apply investigative methods and techniques; prepare reports of crime scene investigations; use common laboratory instruments and equipment; assist with routine laboratory analyses and keep records of findings; work well with others; and follow oral and written instructions.

**Health and Physical Condition:**

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper to perform the essential functions of the position with or without reasonable accommodations.

**Physical Effort Grouping:** Light

**Special Working Conditions:** Irregular hours, shift and weekend work, and occasional exposure to obnoxious conditions as required.

**APPLICATIONS MAY BE FILED ONLINE AT:**

<http://mauicounty.gov>

200 South High Street  
Wailuku, HI 96793  
(808) 270-7850

Position #02992  
POLICE EVIDENCE SPECIALIST I (SR-18)  
DE

[personnel.services@mauicounty.gov](mailto:personnel.services@mauicounty.gov)

**EXAMINATIONS ARE ADMINISTERED IN THE COUNTY OF MAUI ONLY.**

The above examination is being given on an open-competitive basis to establish an eligible list which shall be effective for not more than one year unless extended by the Director of Personnel Services.

*AN EQUAL OPPORTUNITY EMPLOYER*

*The County of Maui does not discriminate on the basis of race, sex, sexual orientation, age, religion, color, ancestry, national origin, disability, marital status, pregnancy, arrest and court record, assignment of child support, national guard participation or any other basis covered by state or federal laws governing non-discrimination*

**Pre-Employment/Post Offer Drug Screening Test:** Applicants must pass a pre-employment/post offer drug screening test as a condition of employment. There is no retesting or re-evaluation process. Cost for the drug screening test shall be borne by the County of Maui.

**Police Evidence Specialist I (SR-18) Supplemental Questionnaire**

- \* 1. This position requires applicants to possess a combination of education and experience substantially equivalent to graduation from an accredited college or university with a bachelor's degree in the physical or biological sciences. Do you have a bachelor's degree in the physical or biological sciences? Note: If yes, you must attach a copy of your diploma stating field of study or a copy of your official transcript.  
Yes No
- \* 2. Did you attach a copy of your diploma stating field of study or a copy of your OFFICIAL transcript? Note: To receive credit for bachelor's degree, you must attach a copy of your diploma stating field of study or a copy of your official college transcript.  
Yes No
- \* 3. Do you have one year of laboratory, research or analytical work experience involving the application of scientific principles and procedures in chemistry, biology, physics, or a related field? If yes, your response must be supported by information provided in the work experience section of your application (see "resume" is not acceptable).  
Yes No
- \* 4. Are you qualified to carry and/or possess a firearm or ammunition in accordance with state and federal laws (e.g. - no misdemeanor or felony domestic violence conviction)?  
Yes No

\* Required Question

