

City of Santa Monica

Forensic Specialist

SALARY	\$39.73 - \$49.05 Hourly \$3,178.62 - \$3,924.00 Biweekly \$6,887.00 - \$8,502.00 Monthly \$82,644.00 - \$102,024.00 Annually	LOCATION	City of Santa Monica, CA
JOB TYPE	Full-Time Regular	JOB NUMBER	244065-01
DEPARTMENT	Police	DIVISION	Criminal Investigations
OPENING DATE	04/08/2024	CLOSING DATE	4/26/2024 5:00 PM Pacific

Job Summary

Attention Aspiring Forensic Professionals! Join Our Team as a Forensic Specialist!

Are you fascinated by forensic science and eager to contribute to criminal investigations? Here's your opportunity! We're seeking passionate individuals to join our team as Forensic Specialists. Dive into the world of crime scene investigation, fingerprint analysis, and evidence collection. Enjoy great pay and benefits while playing a vital role in solving criminal cases. If you're ready to put your skills to the test and make a difference, apply now!

Applications will be accepted by the Human Resources Department on-line on

Monday, April 8, 2024 - Friday, April 26, 2024.

Only the first 100 qualified applications received will be accepted for further consideration.

JOB SUMMARY: Performs technical fingerprint, photographic, video and computer graphic tasks related to criminal investigation. Identifies, documents, collects, and preserves physical and biological evidence. Performs laboratory analysis for developing latent fingerprints by using conventional techniques. Performs fingerprint comparisons associated with the investigation and prosecution of criminal cases.

Representative Duties

Conducts complex crime scene investigations and utilizes specialized techniques in recognizing, searching, documenting, collecting and preserving physical and biological evidence such as fingerprints, DNA, firearms evidence, plant material, blood spatters, tool mark, and tire track impressions.

Makes casts of footprints and other impression evidence.

Documents crime scene utilizing conventional, digital photography including forensic videotaping.

Performs crime scene sketching and diagraming with the assistance of computer aided software.

Performs field and laboratory analysis of physical evidence collected at crime scenes and performs subsequent chemical

processing for the detection of latent fingerprints, including laser applications such as the use of alternate light sources (ALS).

Performs presumptive chemical analysis on various types of substances including blood, semen and saliva.

Produces and stores digital photography using digital image archiving software, video storage. Produces crime scene charts and enlargements.

Testifies in court as an expert witness in the areas of latent fingerprint analysis, crime scene investigation including the documentation, collection, and preservation of crime scene evidence and/or the results of forensic examination/findings.

Processes and compares fingerprints found at crime scenes and coordinates with representatives of other law enforcement agencies in the identification of suspects through comparison of fingerprints and in the use of Automated Finger Print Identification Systems (AFIS) and the CAL-ID AFIS system and Integrated Automated Fingerprint Identification System (IAFIS).

Prepares court exhibits to depict crime scenes, including latent print comparison charts.

Prepares detailed reports of crime scene investigation and of the forensic analysis performed.

Conducts training programs.

Performs other related duties, as assigned.

Requirements

Knowledge, Abilities and Skills:

Knowledge of:

Fingerprint classification systems.

Principles and practices of lifting and preserving latent fingerprints.

Principles and practices of collecting and preserving crime scene evidence.

Procedures, practices, and laws regarding the collection, preservation, and integrity of evidence.

Photographic darkroom techniques.

Crime scene procedures.

Computer graphics/digital imaging as it relates to forensic application and processes.

Photography and video techniques.

AFIS computer operations.

CAL-ID AFIS.

IAFIS System.

Ability to:

Perform complex latent fingerprint recovery and classification work.

Accurately adjust color digital images for output to storage media and printers.

Take photographs with film and digital cameras.

Testify effectively in court.

Obtain and maintain expert fingerprint certification.

Respond to crime scenes and search for, collect and preserve physical evidence.

Prepare physical evidence for court.

Operate a City vehicle.

Learn and use law enforcement telecommunications databases and other applications in an appropriate manner including standards of confidentiality.

Provide effective customer service.

Establish and maintain effective and cooperative working relationships with City employees and the public.

Skill in:

Using personal computers and various software applications.

Taking forensic photographs.

Lifting and classifying fingerprints.

Reading, writing and communicating at an appropriate level.

Education, Training, and Experience:

Graduation from high school or equivalent. Four years of recent, paid work experience performing fingerprint identification and related photographic work and processing crime scenes for physical evidence. An Associate's degree in criminal justice or forensic science or 30 semester units of college level course work in fingerprint classification and identification or a closely related field will substitute for two years of the required work experience. Graduation from an accredited college or university with a Bachelor's degree in Criminal Justice, Forensic Science or a closely related field will substitute for the four years of required work experience.

Licenses and Certificates:

Possession of a valid Class C driver license.

Supplemental Information

HOW TO APPLY: All applicants must submit an online City application and required supplemental questions to be considered for this position. Please note, applications may be rejected if incomplete. Resumes, CVs and cover letters are not reviewed as part of the application screening process and should not be submitted.

To substitute work experience for education, please ensure to provide a scanned copy of your college-level transcripts or diploma with your on-line application. Applicants who indicate receipt of college level coursework or degree from a foreign institution must provide United States credential equivalency verification along with a copy of your college diploma/transcripts. All materials must be received in the Human Resources Department no later than the filing deadline. You must attach a scanned copy of your college diploma or transcripts to your on-line application. Failure to do so may result in your application being disqualified.

SELECTION PROCESS: All applicants must submit clear, concise and complete information regarding their qualifications for the position. All applicants will be reviewed and only those candidates determined to be **most qualified** on the basis of experience and education, as submitted, will be invited to participate further in the selection process. **Testing will consist of the following:**

- Written Examination: 100%

NOTE: THE IN-PERSON WRITTEN EXAMINATION IS TENTATIVELY SCHEDULED FOR MAY 30, 2024.

BACKGROUND INVESTIGATIONS: Candidates who have successfully completed all prior phases of the selection process will be subject to a thorough background investigation.

NOTE: If three or more qualified City employees apply and pass the examination, a promotional list will be established in addition to an open-competitive list. If fewer than three qualified City employees pass the examination, the appointing authority in accordance with the City's civil service rules and regulations, can decline to use a promotional list, in which case a promotional list will not be established for this position.

Diversity and Inclusion Statement

The City of Santa Monica is a progressive, inclusive and culturally-rich community. As leaders in public service, we strive to be an employer of choice by attracting and retaining a highly-talented workforce where people of diverse races, religions, cultures and lifestyles thrive. Our goal is to create a welcoming and inclusive environment where our staff are empowered to perform at their highest level and where their differences make a positive impact.

The City is an equal opportunity employer and strives to build balanced teams from all walks of life without regard to race, color, ethnicity, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, disability, genetic information, veteran status, or any other status protected under federal, state and/or local law. We aim to create a workplace that celebrates and embraces the diversity of our employees. Join us!

Special assistance with the application and examination process is available, upon request, for persons with disabilities. Call (310) 458-8246, TDD (310) 458-8696 (Hearing Impaired Only).

Please note the request for reasonable accommodations must be made to Human Resources at least three work days prior to the examination.

Agency

City of Santa Monica

Address

1685 Main Street, Room 101
P.O. Box 2200
Santa Monica, California, 90401

Phone

310-458-8697

Website

<https://www.santamonica.gov/departments/human-resources>

Forensic Specialist Supplemental Questionnaire

*QUESTION 1

The Forensic Specialist position allows for education to be utilized as a substitution for work experience:

(1) An Associate's degree in criminal justice or forensic science or 30 semester units of college level course work in fingerprint classification and identification or a closely related field will substitute for two years of the required work experience;

OR

(2) Graduation from an accredited college or university with a Bachelor's degree in criminal justice, forensic science or a closely related field will substitute for the four years of required work experience. Do you wish to utilize education as a substitute for part or all of the required work experience?

(Note: If YES, you must attach a scanned copy of your college-level transcripts or degree to your on-line application. Applicants who indicate receipt of college-level coursework from a foreign institution must provide United States credential equivalency verification along with a copy of your transcripts. All materials must be received in the Human Resources Department no later than close of business on the application closing date. You must attach a scanned copy of your college-level transcripts or degree to your on-line application. Failure to do so will result in your application being disqualified.

Yes

No

***QUESTION 2**

The Forensic Specialist requires possession of a valid Class C driver license. Do you meet this requirement?

Yes

No

***QUESTION 3**

Please describe in detail your work experience in performing forensic related duties, specifically within the following areas: Friction Ridge Comparison, Crime scene photographic work (digital and film), Processing crime scenes for physical evidence, Chemical processing procedures, CAL-ID-AFIS, Computer software knowledge (i.e., PHOTOSHOP, Microsoft Word, Excel and CASEWORKS, ADAMS web, DCS 5).

If you do not possess such experience, please indicate N/A.

* Required Question