



## City of Ankeny Iowa Evidence Technician

<b>SALARY</b>	\$35.15 - \$47.17 Hourly \$73,101.60 - \$98,103.20 Annually	<b>LOCATION</b>	411 SW Ordinance Rd, Ankeny
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	00637
<b>DEPARTMENT</b>	Police Department	<b>OPENING DATE</b>	05/12/2025
<b>CLOSING DATE</b>	6/1/2025 11:59 PM Central		

### Function

The City of Ankeny is accepting applications for an Evidence Technician in the Police Department. The position will perform work under direct supervision of the Evidence and Forensic Supervisor; assists with the daily maintenance of evidence, evidence records, and evidence disposition; and perform related work as required within departmental SOP's rules and regulations, and the State Code of Iowa.

The starting salary is **\$35.15 - \$40.68** per hour depending on relevant experience, with an excellent benefit package.

The City of Ankeny offers a comprehensive benefits package including:

Vacation and Sick Leave

Personal Leave

Nine (9) Paid Holidays

Health/Dental/Life/LTD Insurance

Wellness Programs and Incentives

Tuition Reimbursement and Continuing Education Programs

Public Service Student Loan Forgiveness Benefit

Defined Benefits Pension Plan Through IPERS

Deferred Compensation Plan

Voluntary Insurance Benefit Options

Longevity Pay

Deadline to apply is Sunday, June 1, 2025. Please apply online at [www.AnkenyIowa.gov/jobs](http://www.AnkenyIowa.gov/jobs). Interested candidates must complete an application online and attach a current resume and cover letter. Pre-employment drug screen, psychological evaluation, and background check required.

To advance in the hiring process, you must pass a basic skills exam to be administered to all qualified applicants. Additional

information will be emailed on Monday, June 2, 2025. Check your email (and junk email) for testing information. Contact HR if you do not receive the testing information on 06/02/2025.

## Principal Duties and Responsibilities

- Documents, collects, preserves, analyzes, processes, labels, stores, catalogs, and disposes of evidence;
- Maintains, replaces, and repairs relative equipment; maintains evidence storage areas;
- Testifies in court; participates in warrant searches; evaluates court dispositions involving evidence;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audiovisual materials to become and remain current on the principles, practices and new developments in assigned work area;
- Makes public presentations demonstrating the technical and evidentiary practices to better inform the public about crime scenes, collection of evidence, and the value of their preservation;
- Processes evidence for the presence of fingerprints, blood or other biological substances, and performs drug analysis and identification;
- Manages fingerprint and booking photo files, and criminal disposition files;
- Prepares and transports evidence to the DCI for analysis.
- Processes crime scenes and works with Polk County ME and investigators as needed;
- Attends autopsies for the purposes of evidence collection and documentation;
- Monitors and sets up surveillance equipment; prepares, manages, catalogs, and stores all photographs;
- Prepares materials for various attorneys and investigations;
- Provides evidence related presentations to groups as requested.
- Performs other duties and responsibilities as assigned.
- Obtains and maintains required certifications as determined by the Evidence and Forensic Supervisor, Captain or Police Chief.

## Entry Requirements and Skills

At a minimum, Associates degree in a related field or a minimum 3 years' experience in maintaining evidence in a public safety field.

Ability to read and understand departmental policies, rules, laws, regulations, and police literature; ability to analyze situations and adopt a quick, effective, and reasonable course of action; ability to express self orally in an effective manner; keen observation and ability to remember names, faces, and details of incidents; ability to deal tactfully with the public; ability to operate a vehicle safely and efficiently; ability to learn the use and care of small firearms.

### REQUIRED SPECIAL QUALIFICATIONS:

- Must complete Certification as a Crime Scene Investigator through the International Association for Identification within 2 years of hire date.
- Shall be able to obtain and maintain a valid motor vehicle operator's license issued by the State of Iowa.
- Shall be able to obtain and maintain any required forensics certifications as determined by the Department.

### Working Conditions:

- May require working for extended periods outdoors in adverse weather conditions.
- May be required to sit or stand for long periods.
- May be exposed to hazardous or unpleasant conditions.

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### Employer

City of Ankeny Iowa

### Address

410 West 1st St

**Phone**

Ankeny, Iowa, 50023-1557

515-965-6400

**Website**

<http://www.ankenyiowa.gov>

## Evidence Technician Supplemental Questionnaire

### \*QUESTION 1

**Please choose what best describes your college education:**

- ☐ Associates Degree
- ☐ Bachelor Degree
- ☐ Master's Degree
- ☐ I do not have a college degree

### \*QUESTION 2

**What field is your degree in? If no degree, enter none.**

### \*QUESTION 3

**Do you have experience maintaining evidence in a public safety field?**

- ☐ 3+ years of full-time work experience maintaining Police evidence
- ☐ Less than 3 years of full-time work experience maintaining Police evidence
- ☐ I have no Police work experience

### \*QUESTION 4

**Do you possess a valid driver's license?**

- ☐ Yes
- ☐ No

### \*QUESTION 5

**Do you possess a Crime Scene Investigator Certification?**

- ☐ Yes
- ☐ No

### \*QUESTION 6

**Please list any forensics certifications you possess. If you don't have any certifications, state none.**

\* Required Question