



**Sheriff Mark Hunter**  
**COLUMBIA COUNTY SHERIFF'S OFFICE**  
4917 US Hwy. 90 East Lake City, Florida 32055-6288  
www.columbiasheriff.org



**COLUMBIA COUNTY SHERIFF'S OFFICE OPEN POSITION ANNOUNCEMENT**  
**APPLICATION CLOSE DATE – OPEN UNTIL FILLED**

<b>POSITION TITLE:</b>	EVIDENCE AND FORENSICS TECHNICIAN
<b>HOURS:</b>	Monday-Friday 8:00AM-5:00PM with After Hours On-Call Rotation
<b>SALARY:</b>	<b>\$35,000 annual / \$1,346.15 Bi-Weekly</b> <ul style="list-style-type: none"><li>• Paid by the hour: \$16.83</li><li>• On-Call Pay</li><li>• Overtime Available when Accrued</li><li>• Eleven (11) Paid Holidays</li></ul>
<b>DESCRIPTION:</b>	Technicians are responsible for crime scene investigations and the management of agency evidence. Duties include but are not limited to the collection, preservation, examination, receipt, accountability, and disposition of physical evidence and impounded, lost, and abandoned property. Provides technical assistance to staff, State Attorney, and other agencies as necessary. Perform a variety of responsibilities while ensuring quality and quantity goals are met.
<b>DUTIES:</b>	<ul style="list-style-type: none"><li>• Be available off-duty by cellular phone, radio or telephone, to respond, participate in and direct law enforcement activities at serious crimes and emergency situations that might arise in the field.</li><li>• Conducts crime scene examinations and investigations in an effort to recognize, collect and preserve physical evidence such as fibers, fingerprints, firearm evidence, hairs, impression evidence and biological fluids.</li><li>• Documents crime scene investigations and accident locations by conventional, digital and/or video photography, sketching and/or computer aided diagramming.</li><li>• Prepares photographic prints as exhibits, using digital imaging and conventional photographic techniques.</li><li>• Develops, collects and/or preserves latent fingerprints by conventional, chemical or laser/alternate light source technology.</li><li>• Performs latent fingerprint comparisons as necessary, if a Certified Latent Print Examiner.</li><li>• Conducts serial number restoration procedures of firearms.</li><li>• Performs presumptive chemical identification examinations on various types of substances including blood and narcotics.</li><li>• Prepares detailed reports of investigations and/or forensic examinations conducted</li><li>• Receives, preserves, documents and records property/evidence from Sheriff's Office personnel and other authorized personnel; safeguards the potential evidentiary qualities (i.e. drying, refrigerating), maintains</li></ul>

Administration: (386) 752-9212 ★ District Two Office (386) 497-3797 ★ Detention Facility (386) 755-7000

	<p>the chain of custody and disposes of a wide variety of property items having potential biological, chemical or contamination hazard and carcinogenic or health damaging properties;</p> <ul style="list-style-type: none"> <li>• Presents findings of investigations and/or forensic examinations conducted in a court of law as a technician or expert witness.</li> <li>• Instruct personnel on the proper methods of crime scene search and investigations; and the preservation and collection of physical evidence.</li> <li>• Maintains department crime scene equipment.</li> <li>• Maintains required documentation for OSHA.</li> <li>• Maintain certification requirements as outlined by The International Association for Identification.</li> <li>• Maintains detailed inventory; prepares drug/weapon destruction requests, researches cases, contacts case agents, other police agencies, and submits requests to the State Attorney’s Office for disposition;</li> <li>• Maintains all inventory records through the use of a computer and other files; records, tags or engraves all property;</li> <li>• Performs periodic physical inventory of property and submits inventory reports;</li> <li>• Inventories, controls, provides security for, and supervises the storage and release of valuable properties designated for the vault;</li> <li>• Receive and account for criminal evidence and impounded, lost, and abandoned property.</li> <li>• Receive, maintain accountability and deposit seized/recovered monies.</li> <li>• Prepare and hand receipt evidence for use by law enforcement agencies in court proceedings.</li> <li>• Provide information to public and agencies on impounded property.</li> <li>• Safeguard evidence gathering and case history confidentiality.</li> <li>• Supports Sheriff’s Office Strategic Plan</li> <li>• Perform other related duties as required.</li> </ul>
<p><b>REQUIREMENTS:</b></p>	<ul style="list-style-type: none"> <li>• Must be 21 years of Age</li> <li>• Must live within 30 miles of County Seat (Courthouse) for on-call</li> <li>• Graduation from high school or possession of a GED Certificate, and one year of related experience; or</li> <li>• Associate’s degree, or two-year equivalent of study in a related area.</li> <li>• Certification as a Crime Scene Investigator preferred, but not required.</li> <li>• Ability to apply training and knowledge of law, policies and procedures applying to the collection and preservations of physical evidence, analysis and identification procedures for latent fingerprint evidence, modern photographic techniques and equipment and basic laboratory techniques.</li> <li>• Possess skills in the recognition, collection, preservation, transportation and analysis of physical evidence without</li> </ul>

	<p>contamination; analysis skills, photographic skills, and the ability to communicate clearly and effectively, both orally and in writing.</p> <ul style="list-style-type: none"> <li>• Knowledge of computer and computer related programs.</li> <li>• Follows instructions with minimal supervision, works harmoniously with the public and other agency personnel, handles confidential matters without compromising confidentiality and acts independently, using good judgment.</li> <li>• Have ability to deal with both employees and the general public in a tactful, impartial and professional manner.</li> <li>• Possess above average ability to handle stress.</li> <li>• Have demonstrated exceptional integrity and conduct, both on and off duty.</li> <li>• Possession of a valid Florida driver's license at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.</li> <li>• No illegal drug sale within lifetime.</li> <li>• No illegal drug use within the past 36 months.</li> <li>• No felony convictions.</li> <li>• No misdemeanor convictions involving perjury, false statement, or domestic violence.</li> <li>• Prior military personnel must not have a dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.</li> <li>• Successful completion of a criminal background investigation including voice stress analysis, reference/employment/neighborhood checks, and medical evaluation.</li> </ul>
<p><b>PHYSICAL REQUIREMENTS:</b></p>	<p>The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:</p> <ul style="list-style-type: none"> <li>• May work extended hours including nights, weekends and holidays.</li> <li>• Performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, crouching, running, climbing, and that may involve the lifting, carrying, pushing, and/or pulling of extremely heavy objects (150+ pounds).</li> <li>• Tasks may involve standing, sitting or walking for long periods of time.</li> <li>• Some tasks are performed with potential for intermittent exposure to disagreeable elements including, but not limited to, heat, humidity, inclement weather, loud noise, toxic/chemical agents, electrical currents, pathogens, violent behavior, weapons, explosives, animals.</li> <li>• Tasks include working around moving parts, vehicles, equipment, carts, and materials handling, where extremely heightened awareness to surroundings and environment is essential in the preservation of life and property.</li> </ul>

	<ul style="list-style-type: none"> <li>• Tasks may include regular exposure to traffic and crowding conditions, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.</li> <li>• Standard body gear and equipment applies in the preservation of life and property, as does special equipment based on assignment including, but not limited to, various types of safety gear.</li> </ul>
<b>KNOWLEDGE, SKILLS, AND ABILITIES:</b>	<ul style="list-style-type: none"> <li>• Working knowledge of evidence rules and procedures.</li> <li>• Knowledge of the procedures, policies, practices, rules and regulations of the Sheriff's Office.</li> <li>• Ability to plan, supervise and review the work of members involving directly involving forensic investigations.</li> <li>• Ability to observe situations analytically and objectively and to express oneself clearly, concisely and effectively, both orally and in written reports.</li> <li>• Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.</li> <li>• Working knowledge of County, State, and Federal Statutes and regulations pertaining to the receipt, accountability, and disposition of criminal evidence and impounded, lost, and abandoned property.</li> <li>• Ability to operate a motor vehicle.</li> <li>• Ability to work effectively with others.</li> <li>• Ability to maintain evidence records and reports.</li> <li>• Ability to preserve confidential information.</li> <li>• Ability to receive and follow orders from superiors.</li> <li>• Ability to communicate effectively both verbally and in writing</li> <li>• Time management and organizational skills.</li> </ul> <p>This list of functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.</p>
<b>SELECTION:</b>	Selected applicants will be scheduled for an oral interview with various representatives of the Sheriff's Office. Selected applicants must successfully complete the requirements of a conditional employment offer and a pre-employment background investigation.
<b>DEADLINE:</b>	Position will remain open until filled. Applications can be picked up at the CCSO Operations Center, 4917 E. US Hwy 90 Monday – Friday, 8:00 a.m. to 5:00 p.m. or printed from the CCSO website at <a href="http://www.columbiasheriff.org">www.columbiasheriff.org</a> (Applications that are incomplete, missing information or faxed will not be accepted).
<b>CONTACT INFO:</b>	Human Resources Division, Columbia County Sheriff's Office 4917 East US Hwy 90, Lake City, FL 32055 Office: 386-758-2130

**EQUAL EMPLOYMENT OPPORTUNITY**