



**Coastal Community...Endless Opportunities!**

## Forensic Specialist I/II (Ventura Police Department)

Apply

 Ventura, CA

 Full time

 Posted Yesterday

 R25-220

*Application submissions are managed exclusively on the City of Ventura career site. To ensure your application and materials are submitted in a timely and complete manner, please apply through <https://www.cityofventura.ca.gov/Jobs>. Submissions through other websites &/or methods will not be accepted.*

Applications and supplemental questions will be accepted until **Thursday, August 21, 2025, at 11:59 p.m.**

### Pay & Benefits

- Forensic Specialist I - \$67,752.05 - \$82,353.86 Annually DOQ

- **Forensic Specialist II - \$74,487.09 - \$90,540.53 Annually DOQ**

### [See Our Benefits](#)

- Medical Insurance (HMO, PPO options available)
- City Paid Dental and Vision Insurance
- Vacation & Holiday Compensation
- Deferred Compensation
- CalPERS Retirement
- Tuition Reimbursement & Bilingual Pay

### **A New Opportunity and what you'll do...**

The City of Ventura is hiring! We're now accepting applications for a **Forensic Specialist I/II** to join the Ventura Police Department's Crime Scene Unit. This position plays a critical role in supporting criminal investigations by collecting expert evidence, conducting forensic photography, performing latent print examinations, and processing crime scenes.

Using established Forensic methods, you'll collect, analyze, and preserve physical evidence from crime scenes. The role also involves documenting major incidents, preparing complex and technical detailed reports, examining evidence in the lab, and providing expert testimony in court when required.

*This position requires work on weekends, evenings, and holidays due to the requirement of responding to major incidents as needed during non-scheduled work hours. Operates on a 4/10 work schedule, Monday through Friday*

### **Your Role at a Glance**

As a **Forensic Specialist I/II**, you will:

- Identify, collect, and preserve physical evidence from crime scenes, including blood samples, sexual assault kits, clothing, and weapons, while ensuring proper documentation.
- Photograph and video-record crime scenes, including major crimes and traffic accidents.
- Recover impression evidence—such as tire tracks, tool marks, and footwear prints—using various casting materials.
- Process latent fingerprints and impressions at crime scenes and in the lab, conduct detailed comparisons with inked prints, and provide expert testimony in court.
- Examine and analyze physical evidence in the police laboratory using established forensic methods.
- Compare, classify, and index fingerprints, and submit them to appropriate agencies for identification.
- Assist investigators with crime scene reconstructions, including those involving bloodstain patterns and shooting incidents.
- Support the execution of search warrants by photographing locations and collecting/documenting evidence.
- Photograph and process suspects and victims to identify and document forensic evidence.
- Attend autopsies to collect evidence and document findings.
- Create scale diagrams and written reports using modern computer software to detail observations and conclusions from crime scenes and lab analyses.
- Enhance and clarify video and image evidence using specialized software.

- Testify in court regarding evidence collection methods, findings, and interpretations.
- Coordinate specialized forensic examinations with outside experts and follow up on evidence requests from the District Attorney's Office.
- Prepare court exhibits and photographic displays for investigative and courtroom use.
- Maintain and organize police laboratory equipment, track inventory, and order supplies as needed.
- Operate a variety of field and lab equipment, including cameras, laser, and alternate light sources, and other evidence collection tools.
- Train Police Department staff in evidence collection techniques, use of forensic equipment, and crime scene photography.
- Assist in the development and review of crime scene investigation procedures, recommending updates and improvements.
- Respond to major crime scenes and traffic accident callouts during and outside of regular hours.
- Perform other related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

**Forensic Specialist I:** This is the entry-level classification in the job series. Under general supervision, incumbents perform a variety of routine technical tasks related to criminal investigation. Positions are flexibly staffed, and incumbents are expected to advance to the Forensic Specialist II classification upon obtaining the required experience.

**Forensic Specialist II:** This is the journey-level classification in the job series and is distinguished from Forensic Specialist I by the assignment of more complex, difficult, and sensitive duties related to criminal investigations. Incumbents in this classification provide lead supervision and perform the full range of duties assigned while exercising independent judgment and initiative within established guidelines.

## Who We're Looking For

The Ideal Candidate Will:

- Possess a strong understanding of evidence handling procedures and forensic processing techniques.
- Have experience or formal training in fingerprint classification, forensic photography, and laboratory methods.
- Work effectively both independently and collaboratively within a close-knit team environment.
- Communicate clearly, professionally, and tactfully, even in high-pressure or emotionally charged situations.
- Remain calm, composed, and respectful in sensitive circumstances, with a firm commitment to confidentiality.
- Demonstrate the ability to produce precise, detailed, and professional written reports.

## Experience and Qualifications for Success!

**Forensic Specialist I:** A combination of education, training, and experience equivalent to completion of high school with **two years** of experience or technical training in related areas including fingerprint classification, crime scene photography, and identification, duties.

**Forensic Specialist II:** In addition to the requirements of a Forensic Specialist I, 18 months of paid experience equivalent to that of a Forensic Specialist I is required.

## LICENSE/CERTIFICATES

**License:** Possession of, or ability to obtain, a valid California driver's license.

**Certificates:** An International Association for Identification (IAI) certification as a crime scene investigator (CCSI) and/or a Certified Latent Print Examiner (CPLE), or a Forensic Professional Certification are *desired*.

*As a condition of employment, selected candidate is required to undergo and successfully complete an extensive Police Department background investigation, including Live Scan fingerprinting. (A felony or misdemeanor conviction may disqualify the candidate from City employment.)*

## Learn More – Essential Information

For additional information on the duties and responsibilities of the position, refer to the job descriptions located on the City's Career Page at [City of Ventura Jobs](#) or by viewing here [Forensic Specialist I/II](#).

## Apply Now!

Submit an online City job application and supplemental questionnaire by the filing deadline or first review date at [www.cityofventura.ca.gov/jobs](http://www.cityofventura.ca.gov/jobs).

- It is important that your city job application show all the relevant education, training, and experience you possess. Resumes, CVs, and cover letters may be attached to your application but will not be accepted in lieu of a completed job application or supplemental questionnaire. Submitting an incomplete application or supplemental questionnaire may disqualify you from further consideration in the recruitment process.
- After you apply, all future correspondence from the city will be via E-Mail. Please check your messages regularly and keep your contact information up to date using your on-line application.

## Start Your Journey... Follow the Process

Applications and supplemental questions will be accepted until **Thursday, August 21, 2025, at 11:59 p.m.**

- All applications and supplemental questionnaires submitted will be screened in relation to the criteria outlined in this job announcement. Candidates will be reviewed, and only those candidates determined to be most qualified on the basis of experience, training, and education, as submitted, will be invited to participate further in the selection process. Candidates will be notified about their status after the filing deadline.
- A select number of candidates will be invited to a qualifying panel interview process. Select candidates will be notified of specifics after the examination process has been completed. Initial panel interviews may be conducted via video teleconference. Selected applicants will be notified of specifics at the appropriate time.

*The Eligibility List established for this classification may be used to fill other regular and temporary vacancies at the discretion of the City.*

## THE SCHEDULE

*The timeline dates are subject to change. Candidates will be notified as necessary.*

- **Thursday, August 21, 2025, at 11:59 p.m.** – Application Deadline. Applications and supplemental questionnaires must be submitted by this date to be considered for the position.
- **Week of August 25, 2025** - Candidates will be notified by email of their status by this date.
- **Week of September 8, 2025** - Oral Panel Interviews are tentatively scheduled for this date. Qualifying candidates will be notified by email or phone if they are invited to the panel interview process.
- **Department Selection Interviews** will be scheduled promptly after the oral panel interviews have been completed. *Qualifying candidates will be notified by email or phone if they are invited to the panel interview process.*
- **September 2025** – Candidates will be notified of the outcome of the interview by this date.

If you have questions about the recruitment process, please contact any of the Human Resources Recruitment Team at [recruitment@cityofventura.ca.gov](mailto:recruitment@cityofventura.ca.gov).

In compliance with the Americans with Disabilities Act (ADA), if you need an accommodation in a selection process, please notify the Human Resources Department in writing by the final filing date of the position you are interested in. The Human Resources address is: 501 Poli Street, Room 210, Ventura, CA 93001, (805) 654-7853, e-mail: [recruitment@cityofventura.ca.gov](mailto:recruitment@cityofventura.ca.gov).

*The City is an equal opportunity employer and strives to attract qualified applicants from all walks of life without regard to race, color, ethnicity, religion, national origin, age, sex, sexual orientation, gender identity, gender expression, marital status, ancestry, physical disability, mental disability, medical condition, genetic information, military and veteran status, or any other status protected under federal, state and/or local law. We aim to create an environment that celebrates and embraces the diversity of our workforce. We welcome you to join our team!*

**City of Ventura**





Welcome to Ventura, a lively coastal community known for its unique blend of history, culture, and natural beauty! Nestled between Los Angeles and Santa Barbara Counties, Ventura is consistently ranked as one of America's most desirable places to live. With nearly 110,000 residents, our city spans 32 square miles and proudly offers the services and amenities of a full-service municipality led by an elected seven-member City

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