



KENOSHA JOINT SERVICES
invites applications for the position of:

Evidence/Identification Manager

SALARY: \$30.94 - \$39.19 Hourly
\$5,362.83 - \$6,793.47 Monthly
\$64,353.95 - \$81,521.65 Annually

OPENING DATE: 07/31/20

CLOSING DATE: 08/28/20 04:00 PM

CAREER DESCRIPTION:

GENERAL STATEMENT OF DUTIES: The Evidence/Identification Manager is responsible for the administration, management, and operation of the Kenosha Joint Services law enforcement evidence and identification functions. The manager plans, organizes, coordinates, performs, and directs the identification processes and evidence preservation functions for the Kenosha Police and Sheriff's Departments and other criminal justice agencies in Kenosha County. The manager generally works Monday through Friday but may be required to work other schedules and/or be on call to accommodate operational needs. Work is performed under the direction of the Joint Services Director and in harmony with the officials of those agencies for which services are provided. This position is subject to a background investigation process and you may or may not qualify for this position.

DUTIES, RESPONSIBILITIES AND REQUIREMENTS:

ESSENTIAL DUTIES AND RESPONSIBILITIES: (not limited to)

- Supervise, plan, organize, coordinate and review the work of assigned personnel;
- Assist in developing and implementing unit goals, objectives, procedures and priorities;
- Evaluate needs and develop policies and procedures for the department;
- Ability to develop and write policies and procedures in a clear and concise manner;
- Plan and schedule the work and approve time-off of assigned staff to correspond with work priorities and needs;
- Monitor, evaluate and review the work of subordinates;
- Develop and recommend annual operational and capital improvement budget requests;
- Operate computers, cameras, evidence processing equipment and other equipment relevant to the work;
- Take, classify and compare fingerprints and friction ridge impressions;
- Take photographs;
- Gather and process evidence;
- Testify in court;
- Evaluate training needs, develop training programs and direct training programs;
- Determine and establish intradepartmental work priorities;
- Recommend hiring, promoting, transfers, discipline or discharge of subordinates;
- Solve difficult problems regarding the evidence and identification services;
- Recommend and maintain staffing levels;
- Ability to write using proper grammar and spelling;
- Provide required written and verbal communications to the director.

OTHER REQUIRED DUTIES AND RESPONSIBILITIES: Keep records; prepare periodic and special reports; purchase supplies; insure proper operation and maintenance of equipment; participate in meetings; and perform duties as required.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the incumbent is frequently required to sit, talk, and hear; use hands and fingers, handle, or operate objects, tools, or controls;

reach with hands and arms; walk, stand, or stoop; regularly lift, carry, push, pull or otherwise move objects weighing 50 pounds; ascend or descend ladders; use close, distance, color and peripheral vision and depth perception. Work in this area may expose the incumbent to fumes, noxious odors, dusts, mists, and gasses. Work may require the use of full body personal protective equipment, including masks, goggles, and gloves.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

Shall include, but not limited to, the ability to read, write, and speak English fluently, knowledge of the science of fingerprint classification; knowledge of photography; knowledge of the methods of law enforcement evidence detection, processing, and storage; ability to direct, coordinate, and train the work of others in related functions; thorough knowledge of modern practices and procedures relating to personnel management, planning, budget preparation, specification writing, and general administration of the department; skill in preparing and presenting comprehensive charts, documents, and reports; ability to establish and maintain effective working relationships with a wide range of executive, department, and public representatives.

TRAINING AND EXPERIENCE:

Associate or Bachelor's Degree in related field, preferably criminal justice, or any combination of training and experience which provides the required skills. Five years experience in the criminal justice field including three years in a supervisory capacity is required. The candidate should have an understanding of the science of fingerprint classifications and property and evidence functions. Additionally, training to obtain certification(s) may be provided. The successful candidate must be able to maintain appropriate certification(s).

Board Approved July 28, 2020

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kenoshajs.org>

Position #2020-2
EVIDENCE/IDENTIFICATION MANAGER
BS

1000 55th Street
Room 1210
Kenosha, WI 53140
(262) 605-5050

info@kenoshajs.org

Evidence/Identification Manager Supplemental Questionnaire

- * 1. An Associate or Bachelor's Degree in a related field, preferably criminal justice, or any combination of training and experience which provides the required skills. Please list your degree and field, or training and experience, clearly explaining how the requirement is satisfied.
- * 2. Five (5) years experience in the criminal justice field, including three (3) years in a supervisory capacity, is required. Please indicate your years of experience for both the criminal justice field and supervisory capacity requirements.
- * 3. Candidates should have an understanding of the science of fingerprint classifications and property and evidence functions. Please indicate your experience that may provide an understanding of fingerprint classifications and property and evidence functions. If you do not have this understanding, please indicate N/A.
- * 4. Candidates need to have the ability to develop and write policies and procedures in a clear and concise manner. Please indicate any experience you have in developing and writing policies and procedures. If you do not have this ability, please indicate N/A.

* 5. Do you have experience in budget development?

☐ Yes ☐ No

* 6. Candidates need to have the ability to develop and direct a training program for employees. Please indicate any experience you have in developing and directing a training program. If you do not have this experience, please indicate N/A.

* 7. Training to obtain certification(s) may be provided. Are you able to attend educational sessions to obtain appropriate certification(s)?

☐ Yes ☐ No

* 8. The successful candidate must be able to maintain appropriate certification(s). Are you able to maintain appropriate certification(s)?

☐ Yes ☐ No

* Required Question