



TOWN OF MARANA
invites applications for the position of:

Crime Scene Specialist

SALARY: See Position Description

OPENING DATE: 10/19/20

CLOSING DATE: 11/02/20 05:00 PM

TOWN OF MARANA:

Marana is the fastest growing community in Southern Arizona and the 2nd largest municipality in Pima County. The Town was recently recognized as one of the ten most successful cities in Arizona. Marana lies approximately 20 minutes northwest of downtown Tucson and 75 minutes southeast of Phoenix. The Town makes its decisions based on a Strategic Plan that has five focus areas: Commerce, Community, Heritage, Innovation and Recreation.

Marana's standards are high. We are an organization of excellence and have developed four Cultural Value Statements that provide the guidelines for how we work together. Our Cultural Values are: Dedicated Service, Respect, Teamwork and Engaged Innovation.

POSITION DESCRIPTION:

The Town of Marana is seeking a **Crime Scene Specialist** to work in the Police Department. This is a full-time position and an exciting opportunity for those who enjoy being part of a team working to solve crimes and keeping our community safe.

Hiring Range: \$18.38 – \$22.51

Normal work hours: Monday – Friday days; On-call rotation required

EXAMPLES OF DUTIES:

- Transports evidence items for proper shelving; checks packaging to insure evidence is properly stored; and ensures quality control standards are met.
- Responds to crime scenes; documents scenes using photography techniques; collects DNA; discovers and develops latent fingerprints; package and transport evidence. Documents actions in a report.
- Testifies in court; provides evidence for court using imaging software and creates digital media; supports public relations and special events by providing photography or other recording methods.
- Supports vehicle impounds; answers public inquiries; assists the public in retrieving impounded vehicles; assists with property retrieval from the evidence room, and maintains a chain of custody

MINIMUM QUALIFICATIONS:

- High school diploma or GED equivalency plus six months of additional education or training.
- Three or more years of experience in crime scene, law enforcement, professional photography, or closely related field.
- Knowledge and operation of DSLR (Digital Single-Lens Reflex) cameras in manual mode.
- Must pass a physical, 50lb lift test, drug test and respirator exam.
- Valid Arizona Driver license.
- Must pass an extensive background investigation including polygraph, fingerprinting and motor vehicle report.

An equivalent combination of education and relevant experience that provides the desired knowledge, skills & abilities to successfully perform essential functions may be considered.

PREFERRED REQUIREMENTS

- Prior crime scene experience
- Crime Scene Management Certification

RECRUITMENT PROCESS

If you meet the minimum requirements, submit a completed Town of Marana application which can be

supplemented with a resume and cover letter. Candidates are responsible for verifying receipt of materials. Applications must be submitted by applying online at **www.maranaaz.gov** and following the employment link. All status updates will be sent via email through the applicant tracking system.

REVIEW AND SELECTION PROCESS

- Candidates selected to move forward after the initial screening will be asked to complete a Supplemental Application and Questionnaire which may be used during a background investigation.
- Candidates selected to move forward after the Supplemental Application and Questionnaire review will be invited to a brief phone interview.
- Candidates selected to move forward after the phone interview will be invited to a panel interview and practical photography examination.
- After the panel interview and practical examination, selected candidates will be invited to follow up interviews with department supervisory staff.
- Final candidate selection will advance to an extensive background investigation including a polygraph exam.

TOWN OF MARANA CONTACT INFORMATION

11555 West Civic Center Drive
Marana, AZ 85653
www.maranaaz.gov
ph (520) 382-1900 / fx (520) 382-3500

QUESTIONS

Human Resource Staff Contact
Nikki Hemphill / 520-382-1925 / nhemphill@maranaaz.gov

For technical issues with the Neo Gov site, please contact Customer Support at 1-855-524-5627.

The Town of Marana is an equal opportunity employer. If you require a reasonable accommodation at any stage of the application/exam process due to a disability, please contact the Human Resources Department prior to any deadlines related to this recruitment process. Please contact the Human Resources Department if you would like this publication in an alternative format.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.maranaaz.gov/jobs>

Position #202000030
CRIME SCENE SPECIALIST
NH

11555 West Civic Center Drive
Marana, AZ 85653

nhemphill@maranaaz.gov

Crime Scene Specialist Supplemental Questionnaire

- * 1. Please select the highest level of education that you have completed.
- ☐ I have a high school diploma or general education equivalency
 - ☐ I have some college past the high school level
 - ☐ I have an associate's degree
 - ☐ I have a bachelor's degree
 - ☐ I have a master's degree
 - ☐ None of the above options apply to me
- * 2. Please select the item below that more closely describes your experience in crime scene, law enforcement, professional photography, or closely related field.
- ☐ I have less than 1 year of direct experience
 - ☐ I have more than 1 year but less than 3 years of direct experience
 - ☐ I have more than 3 years but less than 5 years of direct experience
 - ☐ I have more than 5 years of direct experience
 - ☐ I have no related experience
- * 3. Do you have a valid Arizona Driver License? (If you answered no, it will be required at time of hire)
- ☐ Yes ☐ No
- * 4. Do you have knowledge of the operation of a DSLR (Digital Single-Lens Reflex) camera?
- ☐ Yes ☐ No
- * 5. I understand I must pass an extensive background investigation including a polygraph, fingerprinting and motor vehicle report.
- ☐ Yes ☐ No

* Required Question