



OPEN AND PROMOTIONAL FORENSIC MANAGER



SPOKANE COUNTY CIVIL SERVICE COMMISSION

CLOSING DATE: November 21, 2012 at 4:30 p.m.

APPLICATION REVIEW: November 27, 2012

SALARY RANGE: \$4709.18 – \$6354.34/ month plus benefits
(Step 1) (Step 7)

ORAL BOARD: January 8, 2013 (and 9th if needed)

NOTE: Applications will be reviewed for minimum qualifications on November 27, 2012. Confirmation letters will be sent the same date to confirm time and date of oral board examination.

Working knowledge of Washington State criminal law as it pertains to forensic applications. Budget preparation and/or training.

APPLICATION PACKETS: Submit the following documents to Civil Service when filing:

EXAMPLES OF DUTIES (Includes but is not limited to the following):

- Civil Service Entry or Promotional Application
- Resume of professional experience (limit 2 pages)
- Copies of relevant certifications
- Sealed official high school and college transcripts
- DD-214, if applicable (copy). See RCW 41.14.010 to see how Veteran's Preference is applied.
- Current driver's license (copy)
- Birth certificate (copy of state issued)
- Social security card (copy)

Prepare annual budget for Forensic Unit. Monitor expenses and overtime for Forensic Unit. Authorize all purchases and oversees inventory of all equipment.

Supervise the training of new personnel by direct instruction and by assignment of Forensic Lead Specialist.

Prepare formal performance evaluations on probationary personnel. Evaluate and review performance of personnel assigned to Forensic Unit. Document and review performance problems. Recommend discipline.

Non-refundable \$15.00 processing fee (check or money order payable to SCCSC; no cash will be accepted.)

Ensure that Forensic Unit staff take proper safety precautions and use appropriate protective equipment to limit the risk of exposure to infectious diseases.

MINIMUM REQUIREMENTS: United States citizen; age 21; high school graduate or equivalent who can read and write the English language; vision correctable to 20/20 with normal color vision and normal hearing. Must have and retain valid driver's license. Eight years of experience in identification and forensics of fingerprint comparison, crime scenes, and related photography. Must be qualified to be an expert in a court of law as it relates to the recovery and comparison of fingerprints. Must be an IAI Certified Latent Printer Examiner and have AFIS Latent certifications.

Review records and reports for accuracy and completeness of all Forensic Unit personnel.

Verify latent fingerprint identifications made by Forensic Specialists and Forensic Lead Specialists.

DESIRED EDUCATION: Bachelor's degree; education in accordance with SWGFAST minimum qualifications for Latent Print Examiner Trainee guidelines, experience as Forensic Lead Specialist or like position; Spokane County Supervisor Training Series I or II, or equivalent training.

Develop and verify step-by-step procedures and policies as it relates to the duties in the Forensic Unit.

Research new developments in the forensic field and schedule training on these developments.

DESIRED TRAINING AND EXPERIENCE: Successful completion of: Advanced Latent Fingerprint, Crime Scene, Photography, Palmprint, Digital Image, Instructor Development courses, and IAI Crime Scene Analyst Certification test. Spokane County Supervisor Training Series I or II, or equivalent training.

Required to be available and respond, at all times, for call-outs to crime scenes.

Must be able to perform all duties of the Forensic Lead Specialist, Forensic Specialist, and Forensic Technician.

Negotiate with bargaining units.

Perform related duties.

SPOKANE COUNTY CIVIL SERVICE COMMISSION
1229 WEST MALLON, SPOKANE, WA 99260-0230
Phone: (509) 477-4711
www.spokanecounty.org/sheriff
EQUAL OPPORTUNITY EMPLOYER

SELECTION FACTORS

Extensive knowledge of:

- evidence documentation and evidence collection requirements and all aspects related to forensic processes

Considerable knowledge of:

- Spokane County Sheriff's Office Policy and Procedures, Civil Service and RCW laws

Skilled in:

- interpretation of latent fingerprints
- comparing and making correct positive identification using single, partial and distorted latent prints
- communicating effectively, both orally and in writing

Ability to:

- plan, supervise, schedule, train and evaluate work of subordinates
- develop, justify and manage the budget for the Forensic Unit
- maintain accurate and concise instructions and reports

WORKING CONDITIONS

Work at crime scenes in all kinds of weather to prevent destruction or diminished utility of potential evidence. Work in small cramped places and confined areas collecting evidence. Work on hands and knees for extended period of time. Walk over all types of terrain from climbing hills to rappelling down cliffs, from urban to rural scenes carrying equipment.

BEHAVIORAL STANDARDS

Respectful, courteous, and friendly to citizens, other County employees, and County leadership. A team player that helps the organization meet its objectives. Take initiative to meet work objectives. Effectively communicate with citizens and other County employees. Get along with co-workers and managers. Positively represents the County, maintaining the trust County residents have placed in each of us. Demonstrate honest and ethical behavior.

All information submitted in the application and in any attachments or supporting documents must be true, correct, and complete. Providing false or incomplete statements will be justification for termination or refusal of employment. All application materials are due by 4:30 p.m. on the close date. POSTMARKS WILL NOT BE ACCEPTED.

By order of the Spokane County Civil Service Commission dated at Spokane, Washington this 12th day of October, 2012.

Edward Thomas, Jr., Acting Chair

Nancy J. Paladino, Chief Examiner