



ENTRY LEVEL

REVISED\*\*\*\*FORENSIC SPECIALIST\*\*\*\*REVISED

SPOKANE COUNTY CIVIL SERVICE COMMISSION



CLOSING DATE: May 31, 2013 at 4:30 p.m.

WRITTEN/PERFORMANCE TEST: June 14, 2013

SALARY RANGE: \$ 3,827.74 - \$ 5,164.94 + benefits (Step 1) - (Step 7)

APPLICATION PACKETS

Submit the following documents to Civil Service when filing application:

- Civil Service Application
• Sealed official high school and college transcripts
• Application for Veterans Preference with copy of DD-214, if applicable
• Current driver's license (copy)
• Birth certificate (copy of state/county issued; hospital copy not accepted)
• Social security card (copy)
• Non-refundable \$15.00 processing fee (check or money order payable to SCCSC; no cash will be accepted).

Application packets without the attached documents listed above will be considered incomplete and will not be accepted.

MINIMUM REQUIREMENTS:

A citizen of the United States who can read and write the English language and possess a bachelor's degree. Vision correctable to 20/20 with normal color vision and hearing correctable to normal ranges. Must possess and retain a valid motor vehicle operator's license at date of hire and throughout employment.

EDUCATION

Education in accordance with SWGFAST (Scientific Working Group on Friction Ridge Analysis, Study and Technology). Minimum Qualifications for Latent Print Examiner Trainee Standards. Prior to becoming a friction ridge examiner, candidates shall possess a bachelor's degree. The degree shall be from an accredited institution and shall include science-related coursework; prefer forensic science coursework. This degree requirement is not intended to apply to friction ridge examiners who are already trained to competency.

TRAINING AND EXPERIENCE (Desired)

Work experience in all phases of friction ridge examinations for a minimum of four years or two years as a Spokane County Forensic Technician.

SUGGESTED READING MATERIAL- \*\*REVISED\*\*

The Science of Fingerprints: Classification and Uses by the Federal Bureau of Investigation

Crime Scene Photography (2nd Edition) by Edward M. Robinson

Practical Crime Scene Processing and Investigation (2nd Edition) by Ross M. Gardner

The Fingerprint Sourcebook (U.S. Dept. of Justice, National Institute of Justice) by I.A.I. Scientific Working Group On Friction Ridge Analysis, Study and Technology (SWGFAST) et al Eric H. Holder, Laurie O. Robinson, John H. Laub

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

Process crime scenes with or without the assistance of an additional Forensic Specialist or Forensic Technician based on extent and complexity of scene by taking all necessary photographs and video utilizing digital still and video systems. Search for latent fingerprints, collect items of evidence and preserve them for further analysis and/or court purposes, and complete reports of findings.

Recognize evidence and be knowledgeable of the capabilities and techniques of identification and analysis regarding tool marks, fingerprints, ballistics, soils, blood, DNA, poisons, fibers, document examinations, etc.

Collect, analyze and process evidence using such techniques as powders, chemicals, casting materials, various light sources, photography and other methods employed within the department.

Perform friction ridge examinations. Provide subsequent expert court testimony regarding friction ridge examinations and all other duties of forensic specialists.

Attend autopsies and photograph various phases for court purposes; fingerprint deceased bodies for identification and evidentiary purposes.

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

Perform tutoring at the direction of, and approved by, the Forensic Unit Manager.

Operate Automated Fingerprint Identification System (AFIS) for the purpose of latent fingerprint and palm print searches and ten print identification.

Prepare accurate documentation and reports for law enforcement agencies.

Operate Digital Image Enhancement system for latent fingerprint use.

Perform maintenance on equipment used in processing and comparison.

Operate Forensic Unit vehicles in response to crime scene needs.

Required to be available for call outs on evenings and weekends.

Perform related duties as assigned.

#### SELECTION FACTORS:

Thorough Knowledge of:

- crime scene processing
- crime scene photography
- collection and preservation of evidence

Working Knowledge of:

- searching for, processing, recovering and preserving latent fingerprint evidence

Ability to:

- readily learn assigned tasks

- adhere to prescribed routines
- communicate clearly and concisely, both orally and in writing
- operate computer using specialized programs such as Adobe Photoshop or other photographic reproduction systems
- establish and maintain effective working relationships as required by the position
- become Latent Print Certified through International Association for Identification
- become Crime Scene Certified through International Association for Identification
- basic computer operation such as Microsoft Windows and Office environments

#### 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 9th day of May, 2013.

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Steve Twiggs, Acting Chair

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Nancy J. Paladino, Chief Examiner

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