

# Consolidated Municipality of Carson City

## Criminalist

<b>SALARY</b>	244_7.28.2023
See Position Description	<b>DEPARTMENT</b>
<b>LOCATION</b>	Sheriff
Carson City, NV	<b>OPENING DATE</b>
<b>JOB TYPE</b>	07/28/2023
FULL-TIME	<b>CLOSING DATE</b>
<b>JOB NUMBER</b>	8/12/2023 3:00 PM Pacific

### Description

**This is a full-time, FLSA non-exempt position with the Carson City Sheriff's Office, located in Carson City, NV.** Under general supervision, responds to crime scenes and performs a broad range of investigative tasks in the field and in an office or laboratory setting, to include scene documentation and evidence recovery, as well as evaluating and processing physical and digital evidence, examining latent prints, and performing related duties as assigned for the purpose of determining the facts of events.

**Individuals may choose between the following Nevada PERS Retirement plans:**

**Employer-Paid PERS:** \$30.5423 - \$45.8131 hourly / \$63,527.88 - \$95,291.30 annually

**Employee/Employer-Paid PERS:** \$35.5672 - \$53.3507 hourly / \$73,979.88 - \$110,969.56 annually

To learn more about the Nevada Public Employees' Retirement System (PERS), [click here \(Download PDF reader\)](#).

This position is covered by the Carson City Employees Association. The current collective bargaining agreement outlines the generous benefits offered to Carson City employees: [click here](#).

**AN ELIGIBILITY LIST IS BEING ESTABLISHED WITH THIS RECRUITMENT. ALL CANDIDATES WHO APPLY FOR THIS POSITION WILL AUTOMATICALLY BE PLACED ON AN ELIGIBILITY LIST FOR SIX (6) MONTHS, AND MAY BE CONSIDERED FOR ANY FUTURE VACANCIES WITHIN THAT TIME PERIOD.**

***Please Note:** Human Resources determines whether or not you meet the minimum qualifications for the job based on your experience as you describe it on your application. Do not substitute a resume for your application, or write "See Attached Resume" on your application. We do not review resumes, unless specifically stated on the job announcement. Qualifying education and experience must be clearly documented in the "Education and Work Experience" section of the application. Applicants not meeting these requirements will not be considered for employment.*

## **Examples of Duties**

***This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.***

- Conduct detailed inspections of crime scenes for the presence of evidence such as latent prints, footwear and tire impressions, firearms evidence, blood and other physiological fluids, controlled substances, and trace evidence such as hair, fibers, and gunshot residue.
- Document crime scenes to include general and comparison photography, note taking and sketching and diagramming crime scenes through manual and automated means.
- Develop latent prints with powders, chemicals, or other approved methods, both in the field and at the laboratory, on a variety of objects and surfaces.
- Photograph crime scenes, victims, autopsies, traffic accidents, property damage, stolen property, arson sites and arrestees in accordance with prescribed procedures.
- Collect and process evidence from various body areas of living and deceased persons.
- Examine and process evidence and maintain appropriate chain of custody to preserve crime scene evidence for presentation in court.
- Complete detailed written reports related to crime scene analysis, evidence and property.
- Maintain the integrity and chain of custody of all evidence from collection, logging into the computer system, and distribution to the appropriate law enforcement or judicial agency.

- Perform digital forensic examinations of data stored on electronic devices.
- Collect video evidence from various sources for use during investigations, as requested.
- Presumptively test suspected drugs and other substances using approved methods.
- Testify as an expert witness in civil and criminal courts, pretrial conferences, and grand juries.
- Provide input to attorneys regarding submittal of photographs, physical evidence, and diagrams.
- Provide training in respect to crime scene investigation, evidence collection and preservation, latent print processing, and crime laboratory capabilities and other related matters.
- Participate in various community events and presentations to the public.
- Ensure the adherence of standard safety precautions when responding to toxic, bio-hazardous, and physically challenging scenes.
- Determine appropriate safety wear to be utilized to include protective masks, gloves, clothing, and eye wear.
- Prepare technical and accurate computer-generated diagrams with forensic diagramming software.
- Clean and maintain equipment, work areas and department vehicles.
- Recover, unload, process, test fire and impound firearms and other weapons using sound safety precautions.
- Evaluate, analyze and compare latent prints; compile reports on findings; maintain files and documentation.
- Provide a variety of office support the Sheriff's Office as assigned.
- Prepare standard reports related to the work performed.
- Monitor and maintain the security of facilities and equipment.
- Contribute to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Use standard office equipment, including a computer, in the course of the work.
- Demonstrate courteous and cooperative behavior when interacting with the public, and City staff; act in a manner that promotes a harmonious and effective workplace environment.

## **Typical Qualifications**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### **Education and Experience:**

Equivalent to an Associate Science degree from an accredited community college with major course work in biology, chemistry, forensic technology, forensic science, or a related field, including specialized training in crime scene investigation; and two (2) years of criminal investigations experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

**REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- Valid Driver's License.
- Possession, or ability to obtain, IAI certification as a Certified Crime Scene Investigator within one (1) year of date of hire.
- Ability to complete comprehensive latent print examiner training program (or equivalent) within one (1) year of date of hire.
- Ability to attend vendor-specific training and/or certification courses in digital forensic evidence processing within one (1) year of date of hire.

**Required Knowledge and Skills**

Knowledge of:

- Federal, state, and local laws regarding collection and preservation of evidence for use in court and its legal admissibility (i.e., rules of evidence, search and seizure law, etc.).
- Advanced techniques of digital forensic photography and videography.
- Principles, procedures, and techniques utilized in the investigation of crime scenes and the collection and processing of physical evidence.
- Techniques of developing latent prints with powders, chemicals, or other approved methods.
- Evidence collection, preservation, protection, and establishment and control of the chain of custody.
- Techniques for effective report writing.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Basic safety practices related to the work.
- Computer applications related to the work.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Skill in:

- Performing detailed record maintenance and office support work.
- Maintaining accurate evidence records and files.
- Operation of various types of photographic equipment.
- Operation of forensic equipment.

- Application of crime scene investigation theories and techniques in various field situations.
- Understanding and following oral and written directions.
- Speaking English effectively to communicate in person or over the telephone.
- Interpreting, applying and explaining applicable codes, regulations and procedures.
- Using initiative and independent judgment within established procedural guidelines.
- Dealing successfully with the public, in person and over the telephone, often where relations may be confrontational or strained.
- Reading, understanding and following recipes and oral and written directions.
- Maintaining security of facilities and equipment
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.

**SUPERVISION RECEIVED AND EXERCISED:**

***Under General Supervision*** - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment: Work is performed in a standard office environment, a laboratory environment, as well as various indoor and outdoor off-site locations that are subject to environmental and traffic conditions.

Physical: The ability to stand on slippery, uneven or unsteady surfaces for an extended period of time. Ability to frequently stand, walk, stoop, crouch, squat, and kneel. Strength to lift and carry up to 50 pounds. Visual acuity to distinguish basic colors and

identify patterns. Ability to tolerate and work under conditions involving exposure to inclement weather conditions, infectious diseases, insects, decomposed remains and other strong odors, noise, fumes, gases, smoke, dust, solvents and chemicals, blood, and airborne pathogens. Ability to wear respiratory protective equipment and other personal protective gear. Must be willing to accept on-call assignments and a non-standard work week. Must be willing to travel for work-related purposes and external training.

## **Supplemental Information**

### **CONDITIONS OF EMPLOYMENT:**

- 1. All new employees will serve a probationary period of twelve (12) months. Such employees are not subject to the collective bargaining agreement and may be laid off or discharged during this period for any reason.*
- 2. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
- 3. Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*
- 4. Employees may be required to complete Incident Command System training as a condition of continuing employment.*
- 5. New employees are required to submit to a fingerprint based background investigation which cost the new employee \$56.25 and a drug screen which costs \$36.50. Employment is contingent upon passing the background and the drug screen.*
- 6. Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at [www.ucis.gov](http://www.ucis.gov).*
- 7. Carson City is an Equal Opportunity Employer.*

**Agency**

Consolidated Municipality of Carson City

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**Phone**

775-887-2103

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<http://www.carson.org>