

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION.
PLEASE DISTRIBUTE TO PERSONS IN YOUR AGENCY CONCERNED WITH
JOB RECRUITMENT AND PLACEMENT



WEBER COUNTY

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUE</u>
Crime Scene Investigator/ Evidence Analyst Technician I	\$13.83/HR	10/12/2012

WEBER COUNTY SHERIFF'S OFFICE - Full Time With Benefits - Variable Shift Work
JOB SUMMARY Under close supervision of a Crime Scene Investigator Unit Supervisor, responds to the scene of a crime, and by using correct scientific methodology, processes the scene for evidence; recovers evidence, processes evidence in a laboratory setting, preserves evidence, writes reports and testifies in court as an expert witness. MAJOR DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.) Accepts requests from local law enforcement agencies to respond to the scene of a reported crime; to collect and process evidence which may lead to the identification, arrest, and conviction of the perpetrator. Processing a crime scene includes the ability to scientifically, and accurately reconstruct a crime scene from the evidence left behind; to identify the participants involved using valid scientific techniques; and to reveal all pertinent details of its occurrence. **Inspect, search, and photograph** the scene of a crime to validate the legal elements are present to justify law enforcement involvement. **Evaluate** the evidential value of items found at the scene of a crime, and process them as needed. **Sketch** the crime scene, include accurate measurements, and identify the location of evidence processed. **Collect and secure** evidence found at the scene to ensure proper transportation, and storage relating to the future scientific analysis. **Maintain** knowledge and skills on latest evidence processing techniques through ongoing training and familiarity with forensic manuals and scientific research. **Analyze and evaluate** the evidence recovered at crime scenes using proper scientific techniques in a laboratory setting, in order to determine its evidential value, and ultimately lead to an identification of the criminal involved. **Review the "MO"** (method-of-operation) on individual crimes through search of criminal history records, in an attempt to determine trends or patterns which may lead to the clearance of multiple criminal occurrences. **Operate and maintain** computerized latent print file, designed for searching and identifying criminals. **Assist** Laboratory Criminalist in the transportation, processing, storage, and disposal of evidence. **Write** reports on results of work performed and send them to law enforcement agencies, prosecuting attorneys, and courts. **Advise and instruct** law enforcement agencies on various methods used to process evidence at crime scenes, and its relative value in prosecution. **Testify** in court as an expert witness on the results of crime scene reconstruction, disposal of evidence, and the identification of the criminal through an analysis of the evidence. Performs other duties as assigned.

MINIMUM QUALIFICATIONS Bachelor's degree from a recognized college or university in law enforcement with a criminalistics, emphasis OR a Bachelor's degree in a related scientific field AND Two years of experience in a law enforcement agency crime scene unit or forensic laboratory OR successful completion of a minimum of two semesters of a university approved crime scene or crime laboratory internship; preferred but not required OR a comparable combination of education and investigative law enforcement experience.

Some knowledge of modern law enforcement principles, procedures, techniques, and equipment; working knowledge of laboratory techniques; working knowledge of finger print processing techniques and classification systems including AFIS; working knowledge of forensics, or crime scene photographic techniques; considerable knowledge of evidence

HUMAN RESOURCES

Brad Dee
Director

Julie E. Combe
Payroll & Benefits Manager

Shana G. Hunter
Classification Specialist

Madeline Fowler
Business Office Manager

Chris Ward
Training Director

Human Resources
Weber Center
2380 Washington Blvd.,
Ogden, Utah 84401
(801) 399-8623
FAX (801) 399-8307

maintenance and disposition practices. Some knowledge of typing and data entry procedures; working knowledge of spelling and grammar rules. Some skill in operating the tools and equipment listed below; Skill in operating a typewriter and computer terminal.

Ability to make rapid and sound decisions under pressure; ability to review reports and correct spelling, grammatical, and informational errors; Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions in emergency and non-emergency situations; Ability to follow verbal and written instructions.

SPECIAL REQUIREMENTS Must be adaptable to changing work hours because shifts work is required; Must be 21 years or older at the time of employment. Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State. Felony convictions and disqualifying criminal histories within the past seven years are not allowed. Must be a U.S. citizen. Must be able to read and write the English language. Must be of good moral character and of temperate and industrious habits.

TOOLS AND EQUIPMENT USED Personal computer, including word processing and specialized software, police radio, phone, typewriter, calculator, fax machine, copy machine.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

POSITION CLOSED October 26, 2012

COUNTY APPLICATION FORM MUST BE SUBMITTED AND IS AVAILABLE AT
www.co.weber.ut.us and Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340
Ogden, Utah 84401

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
DRUG & BACKGROUND TESTING REQUIRED