



City of Denton

Forensic Analyst (Crime Scene)

SALARY	\$22.71 - \$30.21 Hourly	LOCATION	Denton, TX
JOB TYPE	Full-Time	JOB NUMBER	22-00468
DEPARTMENT	Police	DIVISION	Police Criminal Investigations
OPENING DATE	05/15/2023	CLOSING DATE	6/5/2023 11:59 PM Central
FLSA	Non-Exempt		

Summary

Responsible for independent crime scene investigation, which involves analyzing and interpreting crime scene information in order to coordinate successful investigative outcomes; collects, packs, transports, and documents physical evidence found at a crime scene.

Essential Functions and Other Important Duties

Essential Job Functions:

- Locates, documents, collects, and preserves physical and digital evidence at scenes and in the laboratory
- Reconstructs crime scenes by using available physical evidence to determine actions and activities of suspect(s) and victim(s) through accepted forensic disciplines and scientific practices
- Performs analytical examinations on physical evidence and digital evidence collected and forms conclusions and opinions relating to the actions of the subject(s)
- Evaluates and compares unidentified fingerprints to known fingerprints via Automated Fingerprint database comparison, or directly obtained from subject(s)
- Prepares reports and visual presentations of findings, investigative methods, techniques, and procedures. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols, and mathematical computations. Prepares results to educate and inform Detectives, Prosecutors, Judges and Juries.
- Testifies as an expert witness in criminal and administrative proceedings
- Maintains area specific certifications and attends regular training to maintain currency in area of expertise
- Operates city vehicle within policy guidelines
- Maintains regular and punctual on-site attendance

Additional Duties:

- Performs other duties as assigned

Job Requirements

Minimum Qualifications / Acceptable Equivalency:

- Bachelor's degree from an accredited college or university in forensic science, chemistry, biology, physics, or related field.

- Three years of experience in a law enforcement or laboratory position that requires collection or testing of forensic evidence

OR

- Master's degree from an accredited college or university in forensics science, chemistry, biology, physics, or related field
- One year of experience in a law enforcement or laboratory position that requires collection or testing of forensic evidence

OR

- Any combination of related education, experience, certifications and licenses that will result in a candidate successfully performing the essential functions of the job

Core Competencies:

- Knowledge of principles, processes, and methodologies used in forensic science including scene processing, digital imaging/photography, latent print enhancement and examination, forensic chemistry and biology, scene reconstruction, and evidence management.
- Knowledge of criminal offenses, legal codes and criminal justice systems.
- Knowledge of laws of evidence, search and seizure, and court proceedings related to the presentation and management of evidence.
- Knowledge of principles of supervision, training, and performance evaluation.
- Knowledge of principles and practices of data storage and recovery, digital forensic acquisition and analysis.
- Knowledge of principles, processes, and methodologies of developing and maintaining technical quality assurance and control systems.
- Skills to communicate effectively orally in writing in formal and informal settings.
- Skills to use a variety of modern office and forensic laboratory technology, equipment, tools, software, and databases.
- Skills to identify, collect, and examine physical and digital evidence using appropriate analytical techniques and methods.
- Ability to plan, organize, supervise, and audit the activities of a technical scientific work unit.
- Ability to establish and maintain effective working relationships with all internal and external agency customers and personnel.
- Ability to use logic and reasoning to identify best practice approaches to investigative processes.
- Ability to detect and collect evidence and substances related to criminal offenses, often in dangerous conditions.
- Ability to read and comprehend legal and nonlegal documents, including the preparation and processing of such documents as citations, affidavits, and warrants.
- Must be able to render credible testimony in judicial and administrative proceedings.
- Ability to communicate effectively both verbally and in writing
- Ability to form and maintain effective relationships with coworkers and customers
- Ability to perform all job duties in a manner that is consistent with the City of Denton's mission to be a leader among cities in delivering outstanding quality services and products through citizen involvement, innovation and efficient use of resources

Preferences:

- Bilingual in Spanish and English
- International Association for Identification (IAI) Certified Latent Print Examiner
- Crime Scene Certified - IAI (Certified Crime Scene Investigator, Certified Crime Scene Analyst, or Senior Crime Scene Analyst) or UT LEIC/NFA (Certified Crime Scene Investigator or Certified Senior Crime Scene Investigator)?

Conditions of Employment:

- Must have and maintain a valid Class "C" Driver's License and valid state required minimum automobile liability insurance prior to employment (must obtain Texas Class "C" driver's license and state required minimum automobile liability insurance within 90 days of hire per state law)
- Must pass a drug test, driver's license check, criminal history background check, and social security number verification check
- Must meet the Civilian Hiring Standards of the Denton Police Department including a polygraph and psychological examination

- A personal history statement must be submitted with each application
- Must be able to work overtime when requested
- May be required to work in extreme weather conditions for extended periods of time
- Must be able to work to any shift

Environmental Factors and Conditions/Physical Requirements

Physical Requirements:

*Overall Strength Demands:*The italicized word describes the overall strength demand of the functions performed by the incumbent during a typical workday.

- Sedentary - lifting no more than 10 pounds
- ***Light - lifting no more than 20 pounds; carry up to 10 pounds***
- Medium - lifting no more than 50 pounds, carry up to 25 pounds
- Heavy - lifting no more than 100 pounds, carry up to 50 pounds
- Very Heavy - lifting more than 100 pounds, carry more than 50 pounds

Physical Demand Codes: The following describes if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Codes for "how often":

Y = Yes

N = No

E = extensive (100-70%)

M = moderate (60-30%)

I = infrequent (20-10%)

A = almost never (<10%)

Task: Code:

1. Standing: M
2. Sitting: E
3. Walking: M
4. Lifting: A
5. Carrying: A
6. Pushing/Pulling: A
7. Overhead Work: A
8. Fine Dexterity: A
9. Kneeling: A
10. Crouching: I
11. Crawling: A
12. Bending: A
13. Twisting: M
14. Climbing: M
15. Balancing: M
16. Vision: E
17. Hearing: E
18. Talking: E
19. Video Display: E
20. Other:

Machines, Tools, Equipment and Work Aids:

The essential functions of this position require the daily use of a phone and a computer, and extensive use of chemicals, supplies and equipment used in forensic analysis, including digital video and audio recording equipment.

Environmental Factors:

The essential functions of this position are performed primarily in a laboratory environment with some work in the field at major crime scenes.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice.

ADA/EOE/ADEA

Agency

City of Denton

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Website

<http://www.cityofdenton.com>

Forensic Analyst (Crime Scene) Supplemental Questionnaire

*QUESTION 1

Which best describes your highest completed level of education?

- High School Diploma or GED
- Associate Degree or Technical Certification
- Bachelor's Degree
- Master's Degree or higher
- None of the above

*QUESTION 2

How many years of paid, professional-level experience do you have in crime scene investigation and processing, lab processing techniques and as a latent fingerprint examiner?

- Less than 6 months
- 6 months to less than 1 year
- 1 year to less than 2 years
- 2 years to less than 3 years
- 3 years to less than 4 years
- 4 years to less than 5 years
- 5 years to less than 6 years
- 6 years to less than 7 years
- 7 years to less than 8 years
- 8 years to less than 9 years
- 9 years to less than 10 years
- 10 years or more

***QUESTION 3**

In relation to the above question, please list any related education, experience, certifications or licenses that would result in successfully performing the essential functions of the job:

***QUESTION 4**

Check the boxes next to the systems/software in which you are proficient:

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- None

***QUESTION 5**

Check the box next to the training/experience in which you have:

- Forensic Photography
- Blood Spatter Analysis
- Crime Scene Reconstruction
- Shooting Reconstruction
- Other
- None

***QUESTION 6**

Briefly detail the scope and range of your experience as indicated in the previous question. Note: Entering "N/A" or "See Resume/Application" does not qualify as an acceptable response.

***QUESTION 7**

Are you certified to do fingerprint comparison?

- Yes
- No

***QUESTION 8**

This position works all shifts; days, evenings, weekends, holidays or be on call for work. Are you able and willing to meet this requirement?

- Yes
- No

***QUESTION 9**

Are you bilingual in Spanish and English?

- Yes
- No

***QUESTION 10**

If you answered "Yes" in the previous question check the boxes next to the areas in which you are fluent in Spanish:

- Not Fluent in Spanish

- Read
- Write
- Speak

* Required Question