

VENTURA COUNTY SHERIFF INVITES APPLICATIONS FOR:



**Sheriff's Supervising Forensic
Scientist (Latent Fingerprints/Crime
Scene Investigation/Photo Lab) -
1948SH-09AB (DS)**



An Equal Opportunity Employer

SALARY RANGE (approximate)

\$33.92 - \$47.59 Hour \$5,878.99 - \$8,248.42 Monthly \$70,547.83 - \$98,981.02 Annually

This posting is for the Ventura County Sheriff; vacancy location is Ventura.

POSITION INFORMATION

Under the general direction of the Assistant Manager - Forensic Sciences Laboratory supervises laboratory personnel and casework in the latent fingerprint, crime scene investigation and photo lab section. The Supervising Forensic Scientist performs more difficult and complex tasks, including participation in crime scene investigation and reconstruction. Typical duties may include, but are not limited to the following: perform analyses, write reports; provide expert testimony; train and evaluate personnel; prepare statistical reports; evaluate and develop methods and procedures; ensure compliance with regulatory agencies and with the Sheriff's Department and County policies; assign work; review and approve completed casework; and performs related duties as assigned.

SALARY: \$33.91 - \$47.58 per hour

EDUCATIONAL INCENTIVE: Possible educational incentive of 5.0% per month of base pay based on completion of a Master's Degree.

BILINGUAL INCENTIVE: Possible bilingual incentive depending on the MOA and the needs of the department.

AGENCY / DEPARTMENT: Ventura County Sheriff's Department / Technical Services Bureau / Forensic Sciences Laboratory.

NOTE: This class is within a bargaining unit that is subject to an "agency shop" arrangement, which mandates all regular employees either join Local 721 of the Service Employees International Union (SEIU) and pay dues as a member, or pay either a "service fee" to Local 721 or direct that an amount equivalent to the "service fee" be distributed to a qualified charitable organization.

The eligible list established from this recruitment may be used to fill present and future regular, temporary, fixed-term, intermittent, and extra-help vacancies for this position only within the Ventura County Sheriff's Department. There is currently 1 vacancy.

OPENING DATE: June 22, 2009

FINAL FILING DATE: Continuous

Examples Of Duties:

Duties may include, but are not limited to the following:

- Supervise the daily operations of latent finger prints, photo lab and crime scene investigation section;
- Plan, organize, direct, evaluate and coordinate the Quality Control/Quality Assurance program for these sections;
- Maintain and update the quality control and quality assurance manuals;
- When necessary process and develop latent prints and compare latent prints to known prints;
- Monitor laboratory practices to verify continuing compliance with standard policies and procedures;
- Evaluate instrument calibration and maintenance records;
- Performing technical and administrative review of casework;

- Ensure the validation of new technical procedures;
- Investigate technical problems, propose remedial actions, and verify their implementation;
- Administer proficiency testing and evaluate results;
- Maintain training records of section personnel;
- Recommend training to enhance the knowledge and skills of laboratory staff;
- Propose corrections and improvements in the quality system.

Work is performed in a Forensic Science Lab or at the site of various criminal activity. Duties may require incumbents to attend crime scenes after normal working hours and work in hazardous conditions.

TYPICAL QUALIFICATIONS

These are entrance requirements to the examination process and assure neither continuance in the process nor placement on an eligible list.

EDUCATION, TRAINING AND EXPERIENCE: Any combination of training, education or experience that would demonstrate the required knowledge, skills and abilities. The knowledge, skills and abilities must be obtained by graduation from an accredited college or university with a Bachelor of Science degree in Biology, Chemistry, Biochemistry, Physics, Forensic Science or related field which has included at least eight (8) semester units (twelve (12) quarters) of general chemistry. Three (3) semester units (four and one half (4 ½) quarters) of quantitative analysis is highly desirable. The candidate must also have five (5) years progressively responsible experience in the forensic field.

NECESSARY SPECIAL REQUIREMENT: Must possess and maintain a valid CA driver's license at time of appointment.

OTHER REQUIREMENTS: Verification of course work completed (transcripts or grade reports) is required before placement on an eligible list.

EXAMINATION PROCESS

FINAL FILING DATE: This is a continuous recruitment and the list can be closed at any time. Your application must be received by Ventura County Human Resources Department in Ventura, California, no later than 5:00 p.m. on the date the recruitment is closed.

To apply on-line, please refer to our web site at www.ventura.org/hr. If you prefer to fill out a paper application form, please call (805) 654-5129 for application materials. Our address is: County of Ventura, Human Resources Division, 800 S. Victoria Ave., Loc#1970, Ventura, CA 93009. We do not accept resumes in lieu of our application form, nor do we accept any application materials via email.

Applicants must provide sufficient information under the Education/Experience portion of the application to determine eligibility. Using "see resume" or "Resume Text" in lieu of adequately completing the application will result in being screened out from further consideration.

SUPPLEMENTAL QUESTIONNAIRE - QUALIFYING: All applicants are required to complete and submit the questionnaire for this examination at the time of filing. The supplemental questionnaire is considered part of the application and may be used throughout the examination process to assist in determining each applicant's qualifications and acceptability for the position.

APPLICATION EVALUATION – QUALIFYING: Depending on the number of applications received, an Application Evaluation may be conducted to either select a limited number of the most qualified candidates to continue through the examination process, or, if there are three (3) or fewer qualified applicants, assign a score to each applicant based on established criteria. Such score will be considered as a final score for placement on the eligible list.

ORAL EXAMINATION - 100%: Job related oral examinations will be conducted to evaluate and compare participating candidates' knowledge, skills and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. Candidates must earn a score of 70 percent or higher to qualify for placement on the eligible list. Candidates successfully completing the examination process may be placed on an eligible list for a period of one year.

Prior to actual appointment from the eligible list, the successful candidate will be required to pass a thorough background investigation conducted by the Sheriff's Department's

Personnel Bureau. Background investigation findings may be a basis for removal from the eligible list.

For further information regarding this recruitment, please contact Donna Smith by email to donna.smith@ventura.org or phone (805) 654-2848.

Supplemental Questionnaire
Sheriff's Supervising Forensic Scientist (Latent Fingerprints/Crime Scene Investigation/Photo Lab)
1948SH-09AB (DS)

Name: _____ Date: _____

This supplemental questionnaire must be completed and submitted with your County of Ventura application. Failure to do so will be deemed as sufficient grounds to deny your entrance into the competitive process. Please respond to each question and be as brief as possible. Your response should not exceed a couple of paragraphs per question, so please be concise and specific.

1. Do you have a Bachelor of Science degree in biochemistry, chemistry, physics, biology, criminalistics, forensic science, or a closely related field?
 Yes
 No
2. What was your undergraduate course major? Did you also have a course minor? If so, what?
3. Do you have a Graduate degree(s)? If so, what?
4. At what institution(s) did you receive your degree(s)?
5. Have you had three (3) semester units (four and one-half (4 1/2 quarters) of Quantitative Analysis and eight (8) semester units (twelve (12) quarters) of General Chemistry?
 Yes - 3 units (4 ½ quarters) in quantitative analysis and 8 units (12 quarters) in general chemistry
 Yes - 3 units (4 ½ quarters) in quantitative analysis
 Yes - 8 units (12 quarters) in general chemistry
 No
6. If you answered yes to question #5, please provide the course title, the college or university and the number of semester units of each relevant class.
7. How many years of professional forensic science work experience do you have?
 Less than one year
 One year

- Two years
- Three years
- Four years
- Five or more years

8. In which forensic science discipline do you consider your major area of expertise? Which is your second-foremost area of expertise?

9. Please briefly describe your knowledge/experience with laboratory instrumentation: i.e., GCMS, LCMS, genetic analyzers, SEM, FTIR, CAL-ID/AFIS systems, etc

10. Have you been court-qualified in the above area(s)?

- Yes
- No
- Both

11. How many times have you testified in your area(s) of expertise?

12. List other forensic science areas of expertise in which you can demonstrate good competency.

13. Where, when, and for how long have you carried out your work relative to your area of forensic expertise?

14. What experience do you have relative to supervision/management of people?

15. What is your research experience? Please describe.

16. To what professional societies or associations have you belonged or do you belong? (Show if current or past)

17. Please list any articles you have had published in a professional journal. Please include the journal

name and issue.

18. Verification of course work is required. Transcripts or grade reports from an accredited college or university which reflect passing grades in the required subject areas must be on file with the Sheriff's Human Resources Division, 800 S. Victoria Ave., Ventura, CA 93009-3700, Attn: Donna Smith, to qualify for placement on the eligible list. Have you submitted verification of your completed course work to Sheriff's Human Resources? Please choose from the following responses:
- Verification of course work is attached.
 - Verification of course work is forthcoming. I understand that my name will not be placed on the eligible list until I have submitted verification of the required course work to Sheriffs Human Resources.