

VENTURA COUNTY SHERIFF INVITES APPLICATIONS FOR:



**Sheriff's Supervising Forensic
Scientist (Controlled
Substances/Blood Alcohol)
1948SH-09AD**



An Equal Opportunity Employer

SALARY RANGE (approximate)

\$34.43 - \$48.30 Hour \$5,967.17 - \$8,372.14 Monthly \$71,606.05 - \$100,465.73 Annually

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

POSITION INFORMATION

Under general direction, supervises a section (Controlled Substances/Blood Alcohol Section) of the Forensic Services Bureau including the professional and technical staff; performs more difficult and complex physical and chemical analyses in one or more specialty areas of forensic science; presents findings in criminal court; conducts technical review of cases prior to release of results; prepares documentation and written reports; and performs related duties as assigned.

SALARY: \$34.43 - \$48.30 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 / Forensic 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: November 30, 2009

FINAL FILING DATE: Continuous

Examples Of Duties:

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

- Supervise the daily operations of the assigned section;
- Review case notes and reports;
- Ensure work is performed according to ASCLD/LAB accreditation standards;
- Provide training to subordinates;
- Conduct evaluations and prepares performance appraisals;
- Counsel employees on work performance issues;
- Acts as liaison with the courts, attorneys, law enforcement agencies, and the public;
- Perform more difficult and complex laboratory analysis of physical evidence in one or more of the specialty areas of the Forensic Science Lab;
- Develop own applications involving comparing, analyzing, and/or identifying physical evidence;

- Conduct field investigations at crime scenes and other pertinent locations;
- Search for, collect, and preserve evidence for laboratory analysis and comparison;
- Prepare written case reports describing the evidence and results of observation and findings;
- Prepare evidence for presentation in court proceedings;
- Testify in court regarding examination results;
- Conduct research into the development of new techniques, methods, and equipment for solution of complex problems;

Work is typically performed in a Forensic Science Laboratory. 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 and three (3) semester units (four (4) quarters) of quantitative analysis. The candidate must also have five (5) years progressively responsible experience in the forensic field. Experience in controlled substance/blood alcohol is highly desirable.

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

EXAMINATION PROCESS

FINAL FILING DATE: This is a continuous recruitment and the list can be closed at anytime. Your application must be received by the Ventura County Human Resources Department 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 – 100%: An Application Evaluation will be conducted based upon the Position Qualifications indicated above. A score will be assigned to each application based upon established criteria. Depending on the number of qualified candidates, a passing score of 70 may be assigned for purposes of placement on the eligible list, and subsequent certification and referral to the department for an interview. With either method, such score will be considered as the final score for placement on 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
(Controlled Substances/Blood Alcohol)
1948SH-09AD (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 (4) quarters) of Quantitative Analysis and eight (8) semester units (twelve (12) quarters) of General Chemistry?
 Yes - 3 units (4 quarters) in quantitative analysis and 8 units (12 quarters) in general chemistry
 Yes - 3 units (4 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.

