

VENTURA COUNTY SHERIFF INVITES APPLICATIONS FOR:



**Sheriff's Forensic Scientist Trainee/
I/II/III – (Toxicology/Controlled
Substances/Blood Alcohol)
1950SH-09AB (DS)**



An Equal Opportunity Employer

SALARY RANGE (approximate)

\$18.42 - \$45.17 Hour \$3,192.80 - \$7,829.47 Monthly \$38,313.60 - \$93,953.60 Annually

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

POSITION INFORMATION

There are currently two anticipated openings, one in the Toxicology section and one in the Controlled Substances/Blood Alcohol section with the Ventura County Sheriff's Department.

Distinguishing Characteristics: The Forensic Scientist Trainee is required to successfully participate in a forensic science training program. Throughout the training program, the Trainee will be required to demonstrate competence in one or more assigned specialty areas before being eligible to promote to the Forensic Scientist I level.

The Forensic Scientist I performs selected forensic science casework of limited complexity and difficulty. This classification differs from the Forensic Scientist II in that the latter classification is expected to perform journey-level analysis and casework. Work is reviewed by a peer-level scientist to ensure quality control.

The Forensic Scientist II performs selected forensic science casework of medium complexity and difficulty. It is characterized by its thorough knowledge of forensic science in at least one specialty area of the lab; trains other Forensic Scientists in specialized knowledge and work methods. Work is reviewed by a peer-level scientist to ensure quality control.

The Forensic Scientist III performs complex and difficult forensic science casework. It is the advanced journey-level classification in the Forensic Scientist series. It differs from the Forensic Scientist II in that this classification provides lead supervision on more complex, difficult, and highly visible cases. It differs from the Supervising Forensic Scientist in that the latter classification has full supervisory responsibility over a section of the Forensic Science Lab. Work is reviewed by a peer-level scientist to ensure quality control.

This position is eligible for full benefits as described under the current Memorandum of Agreement between the Service Employees International Union (SEIU) – Local 998 and the County of Ventura.

SALARY:

Sheriff's Forensic Scientist Trainee: \$18.42 - \$25.77 Hourly
Sheriff's Forensic Scientist I: \$23.96 - \$33.53 Hourly
Sheriff's Forensic Scientist II: \$29.72 - \$41.65 Hourly
Sheriff's Forensic Scientist III: \$32.20 - \$45.17 Hourly

EDUCATIONAL INCENTIVE: Possible educational incentive of 5% based on completion of 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 fixed-term vacancies **for this position only** within the Ventura County Sheriff's Department. There are currently 2 vacancies.

OPENING DATE: November 9, 2009

FINAL FILING DATE: Continuous

Examples Of Duties:

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

- Performs laboratory analysis of physical evidence in one or more of the specialty areas;
- Obtains information and potential evidence from law enforcement personnel;
- Develops own applications as well as utilizing standard procedures to perform analysis;
- Prepares written case reports describing the evidence and results of observation and findings;
- Forwards case report for review and verification by journey-level forensic scientist;
- Prepares evidence for presentation in court proceedings;
- Maintains case files and receipts to preserve the integrity of evidence and examinations performed;
- Prepares visual aids for court presentations;
- Testifies in court regarding examination results;
- Maintains and repairs laboratory equipment, safety equipment, and analytical instruments;
- 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

KNOWLEDGE, SKILLS AND ABILITIES: Some experience, which has led to the acquisition of the required knowledge, skills, and abilities.

Forensic Scientist Trainee: Some knowledge of: basic scientific methods and procedures; laboratory techniques used for scientific examination of physical evidence. Working ability to: learn forensic analytical work. Some ability to: analyze, compare, and/or identify materials; develop evidence and communicate it effectively both orally and in writing; compare, analyze, and/or identify physical evidence; construct court exhibits and demonstration charts; maintain effective working relationships with co-workers, law enforcement personnel; and others involved in the legal system.

Some experience, which has led to the acquisition of the required knowledge, skills, and abilities. Graduation from an accredited college or university with Bachelor's degree in biochemistry, chemistry, physics, biology, criminalistics, forensic science, or closely related field, which has included at least eight (8) semester units of general chemistry and three (3) semester units (4 quarters) of quantitative analysis.

Forensic Scientist I: One year of professional work experience in a forensic laboratory, preferably in the Toxicology or Controlled Substance/Blood Alcohol section and graduation from an accredited college or university with Bachelor's degree in biochemistry, chemistry, physics, biology, criminalistics, forensic science, or closely related field, which has included at least eight (8) semester units (twelve (12) quarters) of general chemistry and three (3) semester units (4 quarters) of quantitative analysis.

Forensic Scientist II: Three years of professional forensic science work experience in a forensic laboratory, preferably in the Toxicology or Controlled Substance/Blood Alcohol section and graduation from an accredited college or university with Bachelor's degree in biochemistry, chemistry, physics, biology, criminalistics, forensic science, or closely related field, which has included at least eight (8) semester units (twelve (12) quarters) of general chemistry and three (3) semester units (4 quarters) of quantitative analysis.

Forensic Scientist III: Five years of professional forensic science work experience in a forensic laboratory, preferably in the Toxicology or Controlled Substance/Blood Alcohol section, and graduation from an accredited college or university with Bachelor's degree in biochemistry, chemistry, physics, biology, criminalistics, forensic science, or closely related field, which has included at least eight (8) semester units (twelve (12) quarters) of general chemistry and three (3) semester units (4 quarters) of quantitative analysis.

NOTE: An individual may substitute one year of work experience for a Master's degree or a Ph.D.

Certification by the appropriate organization for the area of specialization is desirable. For Example: ABC or AFTE certification.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid California drivers License.

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 - 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.

Candidates successfully completing the examination process may be placed on an eligible list for a period of one year.

TRANSCRIPTS: 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.

Candidates successfully completing the examination process may be placed on an eligible list for a period of six (6) months.

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 WHICH MAY INCLUDE A POLYGRAPH EXAMINATION. 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 Forensic Scientist Trainee I/II/III
(Toxicology) 1950SH-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's 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 (twelve (12) quarters) in general chemistry
 - Yes - 3 units (4 quarters) in quantitative analysis
 - Yes - 8 units (twelve (12) quarter) 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. What Chemistry and/or Biochemistry courses have you completed at a college or university level? Please list course title and grade.
8. Have you completed any college or university courses in Genetics, Molecular Biology, Statistics, or any other courses closely related to any of these courses? If yes, please describe.
9. What Pharmacology and Physiology courses have you completed at a college or university? Please list course title and grade.
10. Please list any criminalistic-related college/university courses you have successfully completed.
11. 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
12. In which forensic science discipline do you consider your major area of expertise? Which is your second-foremost area of expertise?

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

- Yes
- No
- Both

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

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

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

17. What experience do you have in the realm of the provision of forensic science training?

18. What is your research experience? Please describe.

19. What is your experience in operating a Gas Chromatograph?

- No experience
- Slight experience
- Moderate experience
- Significant experience

20. What compounds analyzed and what purpose(s)?

21. What is your experience in operating a H.P. Liquid Chromatograph and/or a LC/MS?

- No experience
- Slight experience
- Moderate experience
- Significant experience

22. What compounds analyzed and what purpose(s)?

23. What is your experience in operating a GC/Mass Spectrometer?

- No experience
- Slight experience
- Moderate experience
- Significant experience

24. What compounds analyzed and what purpose(s)?

25. What is your experience in operating a UV/Visible Spectrophotometer?

- No experience
- Slight experience
- Moderate experience
- Significant experience

26. What compounds analyzed and what purpose(s)?

27. What is your experience in operating an Infrared Spectrophotometer?

- No experience
- Slight experience
- Moderate experience
- Significant experience

28. What compounds analyzed and what purpose(s)?

29. What is your experience operating Computer Equipment?

- No experience
- Slight experience
- Moderate experience
- Significant experience

30. List applications you have used and describe macros or programs you have developed.

31. What is your experience in operating other possible relevant equipment? Please name and explain.

32. Have you performed blood alcohol analysis? If so, what compounds have you analyzed and what purpose(s)?

33. Have you held certification as an Alcohol Analyst or Supervisor? If yes, where and what certification?

34. What is your experience in Solid Dosage Drug Analysis?

- No experience
- Slight experience
- Moderate experience
- Significant experience

35. What is your experience in Toxicology Analysis?

- No experience
- Slight experience

- Moderate experience
- Significant experience

36. To what professional societies or associations have you belonged or do you belong? (Show if current or past)
37. Please list any articles you have had published in a professional journal. Please include the journal name and issue.
38. 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.