



SUPERVISING CRIMINALIST
DEADLINE TO SUBMIT WITH ONLINE APPLICATION AND EVALUATION
FRIDAY, OCTOBER 2, 2015

Failure to provide the required responses to the Training and Experience Evaluation questions with your application, at the time of submission, may result in disqualification from the selection process.

Additional Information Required for this Application

- 1. Training and Experience Evaluation (listed on page two)**
2. Complete all required information, have everything saved and ready to upload before clicking on "Apply Online".

If you have any questions regarding the Online Application Process you can find additional information at the following link: <https://www.washoecounty.us/humanresources/faq/online/appprocess.php>

Request for Veteran Point

Eligible veterans who were honorably discharged from the U.S. Armed Forces shall receive a one time, one (1) bonus point upon passing **Open Competitive examinations only**. In order to be given a bonus point, applicants must attach proof of Honorable Discharge (DD-214 with Classification of Discharge) to the Online Application at time of submission.

Appeal of Test Items

Pursuant to Washoe County Code, Section 5.169, appeal of results of examinations must be received in writing in the department of Human Resources within five (5) working days after grade notification. Objections to test items must be submitted at the time the test is being administered on forms supplied by the Human Resources Department. The Human Resources Department will review items being questioned and revise or eliminate those items determined inappropriate.

Examination

The examination process will consist of an evaluation of applicant's Training and Experience Evaluation weighted 100%. This document will be scored and ranked based on information provided in the answers to each of the questions on the Training and Experience Evaluation. Please provide accurate, complete, detailed and specific information relating to your experience. After the list has been established, no adjustment to the grade can be made for information that was not initially provided. No information listed on the application will be used during the scoring process.

The exam will evaluate the candidate's knowledge, skills and abilities in the following areas:

- Forensic Science
- Supervision
- Project Management
- Analytical skills
- Communication Skills



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“Tab” to go to next field in the form. Or “Shift”+“Tab” to go back one field in the form.

LAST NAME: _____
FIRST NAME: _____
DATE: _____

1. Describe your experience in any or all of the following areas:

- a. Controlled Substances
- b. Breath Alcohol
- c. Firearms

2. a. Describe your supervisory experience. Please include the number and level of staff supervised. If you have not supervised, please describe your lead work experience of staff, or your experience training staff.

b. Describe a difficult situation you handled as a supervisor (or lead worker/trainer). What made it difficult and what steps did you take to resolve the issue?

3. Describe your project management experience and provide one example of a project you managed. What was your role, who were the stakeholders and what was the outcome?

4. Describe a situation where you used sound judgment and decision making to resolve a conflict.



5. Describe your public speaking experience including court testimony, presentations, trainings, etc. Please include the topics and the audience members.

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Once completed, **PRINT DOCUMENT** for your records by hitting "CTRL" "P". Now hit "X" at top right of your screen to close and you will be asked to save or discard changes. Be sure to save document for submission with your application!!!

To attach to application once complete:

- Go to <https://jobs.washoecounty.us>
- Click on "Apply Online" for the position for which you previously submitted your application
- Log into application using your previously created user ID and password
- Once your application is accessed, you can make any corrections or changes to the application.
- Once you have made all changes, click the last tab for attachments. Attach your Training and Experience Evaluation, resume, and etc.
- Click on the "Submit" button

LAST NAME: _____
FIRST NAME: _____
DATE: _____