



Document Examination
D.W.A.



Exam Announcement

CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC FORENSIC SCIENCE EXAMINER 1

ANNUAL \$59,253
SALARY: \$80,316

SALARY
GROUP: FP 23

APPLICATION CLOSING
DATE: SEE BELOW

EXAM
NO: 062410CRMC

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW (REISSUED WITH DATES FOR 2009/2010)

PURPOSE OF CLASS: In the Department of Public Safety, State Police Forensic Science Laboratory this class is accountable for receiving, examining and conducting complex analyses of physical evidence resulting from all manners of criminal actions.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE:

GENERAL EXPERIENCE: Six years of experience in forensic analysis of evidentiary material.

SUBSTITUTIONS ALLOWED: (1) College training in forensic science or closely related field may be substituted for the General Experience required on the basis of fifteen semester hours equaling one half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in forensic science or closely related field may be substituted for one additional year of the General Experience. (3) A Ph.D in forensic science or closely related field may be substituted for the General Experience. (4) Successful completion of the Connecticut Careers Trainee program in forensic analysis may be substituted for the General Experience.

SPECIAL REQUIREMENTS: (1) Incumbents in this class may be required to work flexible hours. (2) Incumbents in this class may be required to travel.

CHARACTER REQUIREMENT: In addition to the checking of references and facts in the application a thorough background investigation of each candidate may be conducted before persons are certified for permanent appointment.

WORKING CONDITIONS: Incumbents in this class may be exposed to communicable diseases and hazardous substances.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of modern methods utilized in crime scene processing and evidence identification; knowledge of applicable techniques and procedures for analyzing evidentiary materials; knowledge of physical laboratory instrumentation, documents, firearms, fingerprints and reconstruction techniques; oral and written communication skills; interpersonal skills; ability to conduct laboratory analysis; ability to utilize computer software; ability to act as an expert witness in a court of law; ability to utilize computer software.

THE EXAMINATION WILL BE COMPOSED OF:

PART
EXPERIENCE AND TRAINING

WEIGHT
100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:

- (1) Completed Application Form (PLD-1)
- (2) Supplemental Examination Material (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (PLD-1) detailing how you meet the minimum experience and training requirements stated above AND complete the required supplemental examination materials as detailed below. Applicants who do not submit the required application and examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Forensic Science Examiner 1, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Forensic Science Examiner 1 cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Knowledge of modern methods utilized in crime scene processing and evidence examination including documentation, photography and chain of custody; knowledge of identification, collection and preservation of blood, body fluids and trace evidence for further analysis in areas of criminalistics, DNA and identification; knowledge of the use and maintenance of modern scientific instrumentation; knowledge of biological screening tests and/or wet chemical methodologies. (2) Knowledge of applicable techniques and procedures for analyzing evidentiary materials, such as DNA analysis, DNA extraction digestion, gel electrophoresis, hybridization, PCR amplification and visualization techniques, automated sequencing, photographic, chemical, microscopical and instrumental techniques and biological processing. (3) Knowledge of physical laboratory instrumentation, documents, firearms, fingerprints and reconstruction techniques, such as enhancement procedures, computer imaging and sequential processing, firearms comparisons, latent fingerprint comparisons, handwritten and printed materials intercomparison for document examination and working knowledge of computerized databases. (4) Knowledge of computer-based operating systems; familiarity with computer hardware and software; understanding of computer diagnostic software; understanding of computer programming, network configuration and internet technologies; understanding of video/image enhancement technologies and their application. (5) Knowledge of the team approach in gathering and analyzing case evidence, including providing expert testimony in a court of law relevant to document examination, fingerprint analysis, firearms examination. **Applicants are not required to have experience in all of the above areas.** **Section 2.** (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your PLD-1 and examination materials are completed correctly and submitted together as a package. (5) Mail application/examination materials to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (Secure Fax #860-622-2840). If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) A separate application/examination package must be submitted for each examination you are applying for. (8) Application/examination package must be date stamped by DAS/Human Resources or postmarked by **DECEMBER 22, 2009 for the JANUARY 20, 2010 grading date; by MAY 19, 2010 for the JUNE 22, 2010 grading date; and by OCTOBER 19, 2010 for the NOVEMBER 22, 2010 grading date.** Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for.

FORMS: Application forms (PLD-1) and exam announcements are available from the Department of Administrative Services (<http://www.das.state.ct.us/exam>) and at the Offices of the Connecticut State Job Centers.

(revised December 4, 2009)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities