



CITY OF COLUMBUS
invites applications for the position of:

Police Evidence Technician - EXAM

JOB TYPE:	Full-time
SALARY:	\$22.09 - \$29.74 Hourly
OPENING DATE:	03/15/19
CLOSING DATE:	03/25/19 11:59 PM

DEFINITION:

Under general supervision, is responsible for identifying, preserving, and processing physical evidence and related items collected or obtained from crime scenes; performs related duties as required.

The current opening is for a position as a NIBIN technician in the Firearms Section of the Columbus Police Crime Laboratory.

EXAMPLES OF WORK:

(Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

- Locates, collects, photographs, preserves, and processes fingerprints, palm prints, and other physical evidence from the crime scenes in compliance with Division of Police standards;
- Handles evidentiary and test-fired specimens from confiscated and recovered firearms;
- Captures images of markings on suitable NIBIN specimens utilizing current technology;
- Enters images into a computerized database; compares images in national database to determine possible matches, and refers matches to a criminalist for confirmation;
- Testifies and presents physical evidence in a court of law;
- Confers with individuals who may provide information that could be helpful in processing a crime scene or ballistic evidence from a crime scene;
- Prepares summaries, reports, and other documentation related to processing a crime scene or ballistic evidence from a crime scene;
- Provides periodic training regarding the collection, preservation, and processing of physical evidence;
- Screens burglary and theft reports daily, and creates a prioritized list of crime scenes to be processed;
- Operates motor vehicle to transport equipment to crime scenes;
- Restocks supplies and maintains equipment;
- Operates Division-supplied communication devices, computers, or other electronic equipment.

MINIMUM QUALIFICATIONS:

Two (2) years of experience in a law enforcement agency in a technical or similar support capacity sufficient to gain a basic familiarity with law enforcement functions and operations. Substitution(s): An associate degree in law enforcement or related field may be substituted for the required experience.

If you meet the minimum qualifications by using education, you MUST attach official documentation of your degree or coursework to your application. If you do not attach appropriate documentation, your application will be rejected.

Possession of a valid motor vehicle operator's license.

Knowledge, Skills, and Abilities:

General knowledge of basic criminal law; general knowledge of the law of search and seizure; some knowledge of firearms; some knowledge of microscopy; some knowledge of digital cameras; ability to identify, collect, preserve and process physical evidence according to Division procedures; ability to climb stairs and ladders and lift moderately heavy objects; ability to work independently of direct supervision; ability to prepare technical reports; ability to communicate, both verbally and in writing; ability to operate personal computer and utilize relevant software applications; ability to operate Division-supplied communication devices; ability to develop and maintain effective working relationships with Division personnel and the general public.

TEST/JOB CONTACT INFORMATION:

The names of the applicants passing this administration of this exam will be used to create a **NEW, OPEN COMPETITIVE**, eligible list for this classification. If you are interested in having your name included on the new eligible list, you will need to apply for this exam within the filing period indicated below and successfully complete all phases of the testing process. Questions regarding this process can be directed to the Applicant and Employees Services Unit at (614) 645-8369.

The examination process will consist of a multiple-choice exam weighted 100% covering Information Ordering, Problem Identification, Logic and Reasoning, and Memorization.

The exam is expected to be administered in late April 2019. Approved applicants will be notified by mail/email of their scheduled test date and time.

All applicants must complete all phases of the testing process in order to receive a final score. The names of all candidates who pass this examination will remain on the eligible list for two years, unless the eligible list is replaced prior to or extended beyond the two years. If a candidate's name is certified and the candidate is to be considered for employment, the hiring process will include one or more interviews, a criminal background check, and a pre-employment drug test. For any position within the Division of Police, the hiring process will also include the completion of an extensive personal history questionnaire and a polygraph examination. The certification process will be: Ten Point Fixed Band. The City of Columbus is an Equal Opportunity Employer

APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #19-3029-C1
http://www.columbus.gov/civilservice						POLICE EVIDENCE TECHNICIAN - EXAM
77	N.	Front	Street,	Suite	330	KC
Columbus,			OH		43215	
(614)					645-8369	

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