



**CITY OF HOUSTON**  
 Department of Human Resources  
 611 Walker  
 Houston, TX 77002  
 (713) 837-9302

<http://www.houstontx.gov/jobs>

**INVITES APPLICATIONS FOR THE POSITION OF:  
 SENIOR EVIDENCE TECHNICIAN**

*An Equal Opportunity Employer*

**SALARY**

\$956.00 - \$1,938.00 Biweekly    \$24,856.00 - \$50,388.00 Annually

**OPENING DATE:** 10/21/09

**CLOSING DATE:** 11/17/09

**THE POSITION**

**PN# 07033**

HOUSTON POLICE  
 CRIME LABORATORY

N/A

1200 TRAVIS, 26TH FLOOR\*

MONDAY – FRIDAY, 8:00 A.M. – 4:00 P.M.\*

Subject to change\*

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Receives, secures, preserves, inventories, and stores biology evidence according to established procedures. Participates in laboratory projects and completes tasks as assigned by supervisor. Testifies in court regarding the chain-of-custody for biological and trace evidence. Keeps precise records and routes evidence appropriately. Provides assistance to police officers, assistance district attorneys, other law enforcement agencies and civic groups.

**WORKING CONDITIONS**

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

**MINIMUM REQUIREMENTS**

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a high school diploma or GED.

**MINIMUM EXPERIENCE REQUIREMENTS**

Two years of experience with a law enforcement agency, which includes work related to the procurement and inventory control of supplies and property.

**MINIMUM LICENSE REQUIREMENTS**

Must possess a valid Texas driver's license and comply with the City of Houston's policy on driving.

**PREFERENCES****PREFERENCES**

Prefer individuals with knowledge of automation.

**GENERAL INFORMATION SELECTION/SKILLS TESTS REQUIRED**

None, however, the Department may administer a skills assessment evaluation.

**SAFETY IMPACT POSITION YES**

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification.

Pay Grade 15

**APPLICATION PROCEDURES**

Only online applications will be accepted for this City of Houston job and must be received by the Human Resources Department during posting opening and closing dates shown. Applications must be submitted online at: [www.houstontx.gov](http://www.houstontx.gov).

For application status inquiries or special accommodations, please call (713) 308-9000. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471.

All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

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APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.houstontx.gov/jobs>

OR

611 Walker,  
Houston, TX 77002

EXAM #07033  
SENIOR EVIDENCE TECHNICIAN  
SR

**SENIOR EVIDENCE TECHNICIAN Supplemental Questionnaire**

- \* 1. Do you have a valid driver's license?
  - Yes
  - No
  
- \* 2. Are you now or have you ever been on any form of parole, probation or deferred adjudication?
  - Yes, within the last 10 years
  - Yes, more than 10 years ago
  - No
  
- \* 3. Do you have a high school diploma/GED?
  - Yes
  - No
  
- \* 4. How many years of experience do you have in procurement and inventory control of supplies and property?
  - Less than 1 year
  - At least 2 years
  - At least 3 years
  - More than 4 years