



STATE OF COLORADO
invites applications for the position of:
**Latent Fingerprint
Examiner - Grand Junction
CO**

**A residency waiver has been granted for this announcement.
Applications will be considered from residents and non-
residents of Colorado.**

CLASS TITLE: CRIMINAL INVESTIGATOR I

LOCATION: Grand Junction, Colorado

PRIMARY PHYSICAL WORK ADDRESS: CBI Forensic Services Lab, Grand Junction, CO

SALARY: \$4,605.00 - \$6,545.00 Monthly

FLSA STATUS: Non-Exempt; position is eligible for overtime compensation.

OPENING DATE: 10/25/12

CLOSING DATE: 12/04/12 05:00 PM

JOB TYPE: Full Time

WHO COMPETES: Individuals eligible for transfer, non-disciplinary (voluntary) demotion, or reinstatement will be considered outside the competitive assessment process for this vacancy. Personnel Board Rule does not guarantee an interview to these individuals. Those who qualify as transfer, non-disciplinary (voluntary) demotion, or reinstatement who wish to participate in the competitive process must notify the HR office of this preference. Individuals eligible for transfer, non-disciplinary (voluntary) demotion, or reinstatement will be required to participate in the competitive assessment process in order to be considered for this vacancy.

DEPARTMENT INFORMATION:



The primary mission of the Department of Public Safety is to provide a safe environment for the citizens of Colorado by maintaining, promoting and enhancing public safety through law enforcement, criminal investigations, fire and crime prevention, recidivism reduction and victim advocacy. Currently, there are four divisions within the Colorado Department of Public Safety: The Colorado State Patrol, the Division of Criminal Justice, the Colorado Bureau of Investigation and the Division of Homeland Security. The Executive Director's Office (EDO) within the Department provides administrative support to human resources, financial and budgeting functions, and analytical service to the Department's operative divisions. The EDO also oversees the supervision and management of the Colorado Integrated Criminal Justice Information System and the Colorado School Safety Resource Center.

This position is with the Colorado Bureau of Investigation (CBI). CBI is Colorado's premier criminal justice agency, providing excellence in leadership, service, and support to Colorado's citizens and communities.

DESCRIPTION OF JOB:

Job duties

- From the physical evidence submitted to the forensic laboratory, identifies specific exhibits/items to be preserved and analyzed using the policies and procedures detailed in the Quality Manual, discipline/sub-discipline operations manual(s), the Training Manual and the Evidence Manual.
- Casework must be executed judiciously; casework must be complete, accurate, timely and performed at the highest level of quality ensuring compliance with ISO/IEC 17025 guidelines.
- Treats internal and external customers with dignity and respect, using consistent, appropriate language and behavior.
- Manages time appropriately; assists others as needed; maintains productivity.
- Written and verbal communication is timely, clear, concise and easily understood.
- Utilizing the Laboratory Information Management System, writes accurate, complete and timely case documentation and laboratory reports that may be introduced as evidence into a court of law.
- Demonstrates the utmost professionalism while providing expert testimony in court; as needed, serves in an advisory capacity during criminal and civil cases in various municipal, county, district, military or federal courts in Colorado.
- Updates skill sets through active participation in professional groups, trainings, seminars and conferences. Readily keeps up-to-date technologically by reading forensic literature, journals and websites.
- Willingly performs other duties as assigned. This may include but is not limited to validating instrumentation, writing technical procedures, procuring supplies, assisting the Agent-in-Charge as needed.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS AND CONDITIONS OF EMPLOYMENT:

Education

Bachelor's degree from an accredited college or university in biology, biochemistry, chemistry, molecular biology, forensic science or another natural science field. A copy of your college or

university transcripts must be provided at the time of application.

AND

Experience

One year full-time forensic casework latent fingerprint examination experience is required, excluding trainings and/or internships. You must have this experience to qualify.

Substitution

A master's or doctorate degree in biology, biochemistry, chemistry, molecular biology, forensic science or another natural science field from an accredited college or university may be substituted for the bachelor's degree. A copy of your college or university transcripts must be provided at the time of application. There is NO substitution for the one year full-time latent fingerprint casework experience.

Preferred qualifications

Preference will be given to applicants who:

* possess a current Latent Fingerprint Certification from the International Association of Identification (IAI). A copy of your certification must be provided at the time of application.

* have more than 1 year of professional full-time forensic casework latent fingerprint examination experience, excluding training and internships.

Required competencies

Professional competence including knowledge of discipline, instrumentation and techniques; timely, accurate completion of job duties; compliance with workplace safety procedures; timely, appropriate communication skills; consistent, respectful interpersonal skills; effective customer service skills; responsible personal and professional conduct; adherence to laws, regulations, policies, rules and procedures; ability to adapt to changing conditions; effective decision making and problem solving skills.

Additional Requirements

1. A valid driver's license is required due to regular statewide travel.
2. Applicant must be willing to be fingerprinted, successfully pass a polygraph, drug screen, a psychological suitability test, and an extensive background investigation. If you have used any illegal drugs in the past three years, or have been convicted of a felony or domestic violence, you will be disqualified and will not be hired for this position.
3. Latent Fingerprint Certification from the International Association of Identification (IAI) is required within one year of employment.

SUPPLEMENTAL INFORMATION:

Exam Plan - Save the Dates

The first stage of the exam process may be an application review. Your application material may be reviewed as part of the selection process to create a ranked order of all applicants who meet the minimum requirements. It is imperative that your application provide as much information and detail as possible about your education, knowledge, skills, and experience as it relates to the requirements and the preferred qualifications for this position as described within this

[announcement.](#)

The top group of applicants from the application review may be provided a written examination home assignment on December 6, 2012 which will be completed and returned to Ruth Strauss via email by Noon December 8, 2012.

The top group from the written exam may be invited to an oral and comparison practical exam, located at CBI headquarters at 690 Kipling, Denver CO 80215. The date of the oral and comparison practical exam is tentatively scheduled for Monday, January 7, 2013. Executive interviews and pre-employment testing are scheduled for January 8th-10th, 2013. Applicants must pay all travel expenses which are not reimbursable.

The selection process for this position is expected to be completed within 90 days from the closing date of this announcement through the conclusion of the necessary background investigations for applicants who receive a job offer.

[The State of Colorado is an Equal Opportunity Employer](#)

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

TRANSCRIPTS REQUIRED:

An unofficial copy of transcripts must be submitted at the time of application. Transcripts from colleges or universities outside the United States must be assessed for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in your application being rejected and you will not be able to continue in the selection process for this announcement.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

CDPS Human Resource Services, 700 Kipling Street, Denver CO 80215 Attn: Ruth Strauss, HR Specialist

DEPARTMENT CONTACT INFORMATION:

Ruth Strauss, HR Specialist, 303.239.4428, Ruth.Strauss@state.co.us

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, there is the possibility that appointment(s), for valid, articulated business reasons may be made by transfer, reinstatement, disciplinary or non-disciplinary (voluntary) demotion, trial service reversion, placement due to return from military service, or another method of appointment not stated.

<http://www.colorado.gov/cojobs>

LATENT FINGERPRINT EXAMINER - GRAND JUNCTION CO
RS

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Latent Fingerprint Examiner - Grand Junction CO Supplemental Questionnaire

- * 1. Are you willing and able to travel throughout the state to assigned areas on a daily basis and to Denver for scheduled meetings? Travel may include up to eight overnight stays per month, including possible weekend travel, as required.
 Yes No

- * 2. Are you willing to travel to Denver at your own expense to attend the examination for this position?
 Yes No

- * 3. Are you willing and able to provide on-call availability seven days a week, including holidays, and 24 hours a day?
 Yes No

- * 4. Are you willing to be fingerprinted, submit to a polygraph, drug screen, a psychological suitability test, and an extensive background investigation as a condition of employment for this position?
 Yes No

- * 5. Please provide your social security number.

* Required Question