



CITY OF SAINT PAUL
invites applications for the position of

**Forensic Scientist III/Quality Assurance
Specialist-Latent Print Examiner**

www.stpaul.gov/jobs

OPENING DATE: 04/28/15

CLOSING DATE: Continuous

SALARY: \$31.46 - \$44.22 Hourly
\$65,436.80 - \$91,977.60 Annually

JOB TYPE: Full Time

DEPARTMENT: 04-001 Police

VACANCIES: 1

GENERAL DUTY STATEMENT:

Performs advanced professional work applying forensic science methods in the investigation of crimes, conducting scientific laboratory analysis of evidence; providing scientific consultation; and testifying as expert witness in a court of law. Implements, monitors, and reviews the quality assurance activities within the Saint Paul Police Forensic Laboratory. Ensures tasks, documentation, systems, technology, and staff performance meets quality assurance standards. Oversees and conducts training, and assists in laboratory review and auditing. Manages large, complex projects. Works as a lead to other forensic scientists in the lab and upholds the ethical and legal standards established within the department. Performs other related duties and responsibilities as required.

Essential Functions are the functions that the individual holding the position must be able to perform unaided or with the assistance of a reasonable accommodation. The Essential Functions for this position are identified in the Supplemental Information section of the [Forensic Scientist III/Quality Assurance Specialist Job Description](#).

REQUIREMENTS:

A Bachelor's Degree in Chemistry, Biology, Biochemistry, or a related scientific or criminal justice field. Relevant experience may be substituted for education on a year for year basis.

AND

Must possess and maintain a current Latent Print Examiner certification through the International Association for Identification.

AND

Three years of experience working in an accredited laboratory in the field of latent print examination, to include one year of experience applying and evaluating quality assurance functions, or progressively professional responsibility leading one or more laboratory functions to include, crime scenes, latent print examination, latent print comparison, photography, or other forensic discipline.

Must possess and maintain a valid Minnesota Class D driver's license, or equivalent out-of-state driver's license. The driver's license must have no suspensions or revocations for driving-related offenses within the two year period prior to the date of appointment. Suspensions for parking-related offenses are excluded.

BY CLOSING DATE, YOU MUST:

1. Submit City of Saint Paul online application, including answers to the Supplemental Questionnaire.
2. Upload or submit the following required document(s) via the online application system, mail, in person, email, or fax. (Zip files and web links will not be accepted. Each uploaded attachment is limited to 10MB.)
 1. A legible copy of your proof of education (unofficial transcript is acceptable), and
 2. A legible copy of your Latent Print Examiner Certification.

SELECTION PROCESS INFORMATION:

Additional information about the City of Saint Paul, the Forensic Services Unit, and salary and benefits can be obtained by viewing the [position profile](#).

Exam Subject: Training and Experience Examination

The Training and Experience Examination is the Supplemental Questionnaire within the application. This is an essay-type test in which you are asked to describe your education, training, and experience in areas related to this position.

Step 1: Be sure to provide complete and detailed information regarding your education, experiences and training in the listed areas. This information is subject to verification from current/former employers. You must submit your completed application and supplemental questionnaire by the application deadline.

Step 2: Subject Matter experts will evaluate your answers to the questions. You must receive a score of 75% or higher to pass the exam and be considered for the position. Those who pass will be placed on the eligible list and all will be notified of their status. Hiring managers can hire from the eligible list during a one year period. You will be notified if invited to interview for a job opening.

Please note:

- Your resume and application are not part of the exam. Do not write "see resume" as you are answering the supplemental questions. The person(s) rating this exam does not have access to your resume and will know only what you document on this training and experience exam.
- Your answers may be drafted in a word processing program and copied into the appropriate exam question text box. You should periodically save your work in progress to avoid losing information, if you are timed out of the system.

GENERAL INFORMATION:

Open Job Posting: This posting is open to anyone who meets the position requirements.

Eligible Lists: Eligible lists typically are created from a pass/fail exam. Those who pass the exam will be placed on an eligible list for approximately one year. Hiring Managers may interview/hire anyone from the list.

Final Selection Process: A Hiring Manager will consider applicants placed on the list of eligible candidates. You will be notified if you are invited to participate in the final selection process which may include an interview, job simulation, work sample submission, or other evaluation method.

Condition of Employment: This position may require a background check, medical examination, driver's license check, credit check and/or a drug test as a condition of employment.

Human Resources Contact Information:

Liz Staberg at 651-266-6534
200 City Hall Annex
25 West Fourth Street
Saint Paul, MN 55102
Fax: 651-266-6490
E-mail: jobs@stpaul.gov

To refer back to this information, we recommend you print this job posting before you apply.

Veteran's Preference: If you are a veteran and would like to receive Veteran's preference in accordance with MN Statute 43A.11, you must submit a photocopy of your DD214 preferably at time of application. [Click here for More Information.](#)

The City of Saint Paul is an equal opportunity/affirmative action employer. Women, persons of color, members of the LGBT community, and individuals with disabilities are strongly encouraged to apply.

An Affirmative Action Equal Opportunity Employer

SUBMIT APPLICATIONS AND ADDITIONAL MATERIALS ONLINE:

www.stpaul.gov/jobs

Office of Human Resources: 651-266-6500

Exam Number# 15-01859
FORENSIC SCIENTIST III/QUALITY ASSURANCE SPECIALIST-LATENT
PRINT EXAMINER

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Forensic Scientist III/Quality Assurance Specialist-Latent Print Examiner Supplemental Questionnaire

- * 1. The information you provide related to your education, training, and experience is subject to verification. Documentation of work experience must be included in the application. I understand that giving false information, failure to accurately represent myself, or not providing required documentation as listed on the job announcement will result in disqualification from this examination. I understand that my answers to the following questions may be viewed by the Hiring Manager.

I understand

- * 2. Describe your education, training, and experience which would qualify you for the position. Please specify the approximate dates, degree programs and certifications, job titles, the organization, length of experience, and level of responsibility.

- * 3. Describe your experience examining physical and chemical crime scene evidence. How did you ensure the validity and integrity of the evidence?

- * 4. Describe your experience with the quality assurance processes listed below. Please specify the approximate dates, job title, the organization, length of experience, and level of responsibility. a) Conducting quality assurance audits b) Providing quality assurance training and proficiency testing c) Verifying case work compliance with accreditation standards d) Developing and revising standard operating procedures

- * 5. Describe your experience leading a laboratory function and/or leading laboratory staff. Please specify the approximate dates, job title, the organization, length of experience, and level of responsibility.

* Required Question