

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

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| REQUISITION NO: | <u>DPS13222593</u> | DATE POSTED: | <u>01/12/22</u> | | |
| POSITION NO: | <u>940818</u> | CLOSING DATE: | <u>Open Until Filled</u> | | |
| POSITION TITLE: | <u>Evidence Technician</u> | | | | |
| DEPARTMENT NAME / WORKSITE: | <u>Department of Criminal Investigations/ Tuba City, AZ</u> | | | | |
| WORK DAYS: | <u>Monday-Friday</u> | REGULAR FULL TIME: | <input checked="" type="checkbox"/> | GRADE/STEP: | <u>BQ61A</u> |
| WORK HOURS: | <u>8:00am-5:00pm</u> | PART TIME: | <input type="checkbox"/> | NO. OF HRS./WK.: | <u>\$ 35,558.64</u> PER ANNUM |
| SENSITIVE | <input checked="" type="checkbox"/> | SEASONAL: | <input type="checkbox"/> | DURATION : | <u>\$ 17.03</u> PER HOUR |
| NON-SENSITIVE | <input type="checkbox"/> | TEMPORARY: | <input type="checkbox"/> | | |

DUTIES AND RESPONSIBILITIES:

Assists Criminal Investigators and staff with field investigations, evidence collection at crime scenes, receives, stores and maintains evidence in evidence room and storage in accordance with Navajo Nation, State, BIA and Federal policies, tags and keeps inventory of evidence, logs-in evidence and property according to established standard operating procedure, maintains and keeps inventory and issuance of Department property, preserves and maintains custody of all items of evidence to include and not limited to blood, bodily fluids, human corpses and remains, clothing, vehicles, tools, weapons, alcoholic beverages, currency, ensures integrity of evidence and Department property through Chain of Custody, transport evidence to crime lab for submission to process. Coordinates with Investigators for disposition of decedents, transports decedents from scene to funeral facility for storage or to a medical examiners office for autopsy. Must be capable of purging evidence in accordance with Navajo Nation, Federal, State, BIA policies, maintains a detailed record of evidence submitted, log books, evidence submission forms into an electronic data base, attend court trials as needed, trial testimony when appropriate, may attend pre-trial proceedings, subpoenaed or at the request of the prosecutor(s), cleans and maintains evidence room, prepares reports for annual audits and inspections, assists the Department staff when needed, ensures evidence is properly stored.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED and two (2) years of property control, record keeping skills or related experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid State Driver's license.
- A favorable background investigation.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of Federal, State and Navajo Nation laws, rules and regulations governing evidence
Knowledge maintaining records and accountability of respective District property within the Department
Knowledge of basic laws of evidence
Skilled in maintaining accurate records and related documents of evidence and property
Skilled in purging evidence
Skills in detailed report writing
Skilled in testifying in court

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.