

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS13215939

DATE POSTED: 07/31/18

POSITION NO: 940816

CLOSING DATE: 08/13/18

POSITION TITLE: EVIDENCE TECHNICIAN

DEPARTMENT NAME / WORKSITE: Department of Criminal Investigations- Kayenta, AZ

WORK DAYS: <u>M-F</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AIG1A</u>
WORK HOURS: <u>08:00 AM - 5:00 P</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>31,948.80</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>15.36</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Responds upon request of the Criminal Investigator to assist in collection of evidence at the crime scene. May be required to assist with sketching, diagraming the scene. Receives, tags with identification numbers, stores, logs into system, maintains and issues materials as evidence in accordance with Navajo Nation, State and Federal guidelines and policies. Preserves and maintains custody of evidence received to include but not limited to; food, blood, bodily fluids, human corpses, vehicles and other property. Shall ensure all evidence maintains an integrity through the chain of custody. Shall transport evidence to crime labs for processing. Maintains detailed records, logs and forms pertaining to the chain of evidence. Coordinates and prepares various reports for the evidence and district property. Must be capable of purging evidence in accordance with State, Federal & NN policies. Coordinates with local and other organizations for the disposition of the deceased in transporting to the mortuary for storage or to appropriate authority for external, overall, and or bodily fluid collection to determine the cause of death or other circumstances surrounding the deceased. May attend pre-trial proceedings and trials testify when subpoena or at the request of the prosecutor(s). Maintains the evidence room in accordance with NN, State, BIA, and Federal policies.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and two (2) years of property control 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:

- Skill in maintaining accurate records and related documents of evidence and property
- Skilled in maintaining accountability of property for the district within the department
- Skilled in purging of evidence
- Skills in detailed report writing
- Skilled in testifying in court
- Knowledge of federal, state, Navajo Nation laws, rules and regulations governing evidence collecting and storage
- Knowledge of maintaining records and accountability of respective district property within the department
- Knowledge of basic laws of evidence

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