

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS1312666

Date Posted: 12/06/10

POSITION NO: 940820

Closing Date: 12/17/10

CLASS CODE: 2250

POSITION TITLE: EVIDENCE TECHNICIAN

DEPARTMENT NAME: DPS/Department of Criminal Investigations

DEPARTMENT NO: 131 WORKSITE LOCATION: Dilkon, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N61A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8:00am - 5:00pm

Temporary:

Duration: _____ \$ 28,371.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 13.64 Per Hour

DUTIES AND RESPONSIBILITIES:

Responds to requests for criminal investigations; assists in collection of evidence at crime scenes; assists with sketching and diagramming scenes; receives, stores, maintains and issues materials obtained as evidence; tags evidence with identification numbers; logs in evidence and property in accordance with established procedures; preserves and maintains custody of all items received including food, blood, body fluids, human corpses, vehicles; ensures integrity of evidence through chain of custody; transports evidence to crime labs for processing. Coordinates activities for disposition of deceased; transports deceased to funeral homes for storage or to appropriate authority for autopsy to determine cause of death or circumstances surrounding death; maintains detailed records, logs and forms regarding chain of evidence; prepares and submits a variety of reports; attends pre-trial conferences and trials as needed; may testify in court proceedings; cleans and maintains evidence room; interacts with outside agencies in assisting with crime scenes; and ensures evidence is properly stored.

QUALIFICATION REQUIREMENTS:

Education and Training:

A High School Diploma or GED; and

Experience:

Two (2) years property control or related experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)***

Special Requirements:

Must never have been convicted of a felony or domestic violence or a domestic violence related charge. Must not have been convicted of a misdemeanor within the past three (3) years. Must pass a complete full-field background investigation prior to appointment.

Special Knowledge, Skills and Abilities:

Knowledge of federal, state, Navajo Nation laws, rules and regulations governing evidence collecting and storage; of basic laws of evidence; of crime scene processing methods and techniques; and of property control policies and procedures. Skills in maintaining and keeping accurate records; in detailed report writing; in testifying in court; and in establishing and maintaining effective working relationships.

License/Certification Requirements:

Must possess a valid State Drivers License and Navajo Nation Vehicles Operator's Permit (obtain upon employment).

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99