

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DPS13211218</u>	DATE POSTED:	<u>12/21/15</u>			
POSITION NO:	<u>940818</u>	CLOSING DATE:	<u>01/12/16</u>			
POSITION TITLE:	<u>Evidence Technician</u>					
DEPARTMENT NAME / WORKSITE:	<u>DPS / Department of Criminal Investigations / Tuba City, AZ</u>					
WORK DAYS:	<u>M - F</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AB61A</u>	
WORK HOURS:	<u>8am - 5pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u> </u>	\$ <u>31,179.20</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u> </u>	\$ <u>14.99</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>	<u> </u>		

DUTIES AND RESPONSIBILITIES:

Responds to requests for criminal investigations; assists in collection of evidence at crime scenes; assists with sketching and diagramming scene; 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; ensures evidence is properly stored.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and two (2) years property control or related experience.

Preferred Qualifications:

- (30) college credit hours from an accredited college or university.
- Arson investigation, footwear and tread, blood stain patterns; clandestine lab training.
- Collection and preservation of evidence; crime scene, documentation and investigation training.

Special Requirements:

- A favorable background investigation is required.
- Possess a valid state driver's license.
- Must possess emotion and mental stability. May be exposed to hazardous, uncontrollable and life threatening situations that may occur.

(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 maintain and keeping accurate records
- Skills in detailed report writing
- Skill in testifying in court
- Skill in establishing and maintaining effective working relationships
- Knowledge of federal, state, Navajo Nation laws, rules and regulations governing evidence collecting and storage
- Knowledge of basic laws of evidence
- Knowledge of property control policies and procedures

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