



# CONTRA COSTA COUNTY

## HUMAN RESOURCES DEPARTMENT

651 Pine Street, 2nd Floor • Martinez, CA 94553  
24-hour Job Hotline (925) 335-1700 • TTY or TDD (800) 735-2929  
[www.cccounty.us/depart/hr](http://www.cccounty.us/depart/hr)

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A great place to work...*

FINAL FILING DATE: November 6, 2009

ORAL INTERVIEW: To Be Announced

## CRIMINALIST I

Monthly Salary Range \$5,683 - \$6,266

UNOFFICIAL TRANSCRIPTS AND APPLICATION REQUIRED AT THE TIME OF FILING

### THE POSITION

The Contra Costa County Office of the Sheriff is actively recruiting to fill immediate Criminalist I non-sworn vacancies in the Forensic Services Division. Criminalist I is the entry level into the Criminalist class series. The appointees will receive on-the-job training under close supervision and guidance in one or more categories of forensic disciplines; perform routine physical and chemical analyses required in forensic investigation, and receive work of a progressively responsible nature and broadening scope as capability and familiarity with laboratory techniques, procedures and equipment develop. Promotional opportunities exist to Criminalist II (\$6,188-7,522) and Criminalist III (7,165-8,709).

### MINIMUM QUALIFICATIONS

**License Required:** Possession of a valid California Motor Vehicle Operator's License.

**Education:** Possession of a Baccalaureate degree from an accredited college or university with a major in the field of Criminalistics, Chemistry, Biology, Biochemistry, Toxicology or a closely related natural science field which must have included 12 semester units or 18 quarter units of general chemistry and two courses in organic chemistry. Chemistry courses must have included Laboratory sections. Individuals performing DNA casework must also have completed coursework in molecular biology, genetics, biochemistry and statistics as specified by the DNA Advisory Board. College coursework for individuals performing Forensic Alcohol Analysis must have included 3 semester hours (or equivalent) of Quantitative Analysis.

**Certificate Required:** Employees assigned to Forensic Alcohol Analysis must be eligible for Forensic Alcohol Analyst Trainee certification as specified under Title 17, California Code of Regulations by the California Dept. of Health Services at the time of appointment.

**Visual Requirement:** No deficiency in the ability to distinguish colors

**Background Requirements:** A thorough background investigation shall be conducted. Appointees shall not have been convicted of any felony in this state or in any other state or in any federal jurisdiction, or of an offense in any other state or in any federal jurisdiction, which would have been a felony if committed in this state.

### SELECTION PROCESS

- 1. Application Filing:** Applicants are encouraged to apply on-line at [www.cccounty.us/hr](http://www.cccounty.us/hr), or, a completed Contra Costa County application and supplemental questionnaire and unofficial college transcripts must be received or postmarked by the final filing date listed above. An application may be obtained by visiting our office at 651 Pine St., 2nd floor, Martinez, CA 94553. Please see HOW TO APPLY on the reverse side of this announcement for additional locations to apply.
- 2. Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate to select the best-qualified candidates for invitation to the oral interview.
- 3. Oral Interview:** An oral interview will be conducted by a Qualifications Appraisal Board in Martinez, Ca. The Board will evaluate candidates in job-related areas. Candidates must receive a rating of at least 70 from a majority of the Board members to be ranked on the employment list. (Weighted 100%)

The Human Resources Department may change the examination steps noted above in accordance with Personnel Management Regulations and accepted selection practices.

OPEN ONLY: 10/21/09 SJT/MT

Exam Number:6DWB-2009A

## CRIMINALIST I

### AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF CONTRA COSTA COUNTY NOT TO DISCRIMINATE BECAUSE OF RACE, RELIGIOUS CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, PHYSICAL OR MENTAL DISABILITY, MEDICAL CONDITION, MARITAL STATUS, SEX, AGE OR SEXUAL ORIENTATION

## Criminalist I Supplemental Questionnaire

1. I understand I must submit a **high-quality copy** of my transcripts by the final filing date of the deadline, or I will be disqualified. These transcripts include ALL required coursework and degree information as outlined in the announcement.
2. I possess a baccalaureate degree (or higher) in the field of Criminalistics, Chemistry, Biology, Biochemistry, Toxicology or a closely related field. Please indicate your degree and where the degree was obtained below: (or N/A)
3. My coursework includes 12 semester or 18 quarter units of general chemistry and two courses in organic chemistry. All of these courses contained a laboratory section. Please indicate which courses on your transcript(s) fit these requirements: (or N/A)
4. For the purposes of performing DNA casework, I have completed coursework in molecular biology, genetics, biochemistry, and statistics as specified by the DNA Advisory Board. Please indicate which courses on your transcript(s) fit these requirements: (or N/A)
5. For the purposes of performing Forensic Alcohol Analysis, I have taken 3 units of Quantitative Analysis. Please describe which courses on your transcript(s) fit these requirements: (or N/A)
6. I understand that I cannot update my application once I have submitted it. Therefore, I have fully completed ALL sections and provided full descriptions of my duties and responsibilities for each employer, and have fully answered ALL questions on this supplemental. Further, I understand transcripts must be submitted by the final filing date.