



# 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/department/hr](http://www.cccounty.us/department/hr)

*"Your Employer of Choice."*

*A great place to live...  
A great place to work...*

FINAL FILING DATE: November 6, 2009

ORAL INTERVIEW: To Be Announced

## CRIMINALIST II

Monthly Salary Range \$6,188 - \$7,522

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 II non-sworn vacancies in the Forensic Services Division. Criminalist II is eligible to promote to Criminalist III after two years (\$7,165 - \$8,709). The Forensic Services Division includes a full-service criminalistics laboratory, fingerprint identification unit, and Property and Evidence service unit. New appointees will be assigned to the Criminalistics Section in Martinez, California and will be required to serve an eighteen (18) month probationary period. Criminalists use scientific instrumentation, photography, and computers to examine evidence from crime scenes. The position is responsible for field investigation of crime scenes, collection of evidence, and laboratory examination of evidence. Scientific results are presented as expert testimony in court.

### 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, 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 three (3) semester hours (or equivalent) of quantitative analysis.

**Experience:** Two years of full-time or its equivalent of progressively responsible experience as a Criminalist performing forensic casework. During the course of this experience must have obtained the ability to independently examine and interpret forensic casework in one of the following areas: firearms and toolmark comparisons; forensic biology/DNA, trace and impression evidence examination, drug analysis, forensic alcohol or toxicology. For all assignments experience must have included qualification as an expert witness in the interpretation of analytical results in the respective discipline(s)

**Substitution of Education for Experience:** Possession of a Master's degree or PH.D. in criminalistics, chemistry, biology, biochemistry, molecular biology or toxicology may be substituted for one year of the required experience.

**Background Requirement:** 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.

**Citizenship:** Be a citizen of the United States or a permanent resident alien who is eligible for, and has applied for, citizenship.

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

### 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 with 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: 6DVC-2009A

## CRIMINALIST II

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 II 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. My employer(s) (detailed in my work history on my application) where I obtained my qualifying experience is/are:
7. 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.