



COUNTY OF LOS ANGELES  
SHERIFF'S DEPARTMENT  
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 770-2511

Posting Date: August 23, 2007

<b>JOB TITLE</b>	<b><u>CRIMINALIST</u></b>
<b>EXAM NUMBER</b>	J4333L
<b>FILING DATES</b>	August 24, 2007 until needs are met
<b>SALARY</b>	\$4,599.45 - \$5,713.73 <b>MONTHLY</b> \$4,737.64 - \$5,885.73 (effective 01/01/08) \$4,880.00 - \$6,062.45 (effective 01/01/09)
<b>POSITION INFORMATION</b>	Positions allocable to this class perform physical and chemical analyses required in scientific criminal investigations.
<b>ESSENTIAL JOB FUNCTIONS</b>	<p>Performs, under close supervision, physical and chemical analyses of evidentiary material such as blood, narcotics, drugs, hairs, fibers, metals, tool marks, and body fluids; utilizes microscopic techniques, comparison macrophotography, chromatography, spectrography, and physical, analytical, and comparison techniques.</p> <p>Documents analytical findings in case notes.</p> <p>Performs technical and/or peer review of case reports prepared by others(accuracy of data, interpretation of results, ability to follow procedures, quality of documentation, etc.).</p> <p>Prepares written reports summarizing analyses, observations and/or interpretations, and prepares displays for court presentation.</p> <p>Testifies in court as an expert witness concerning reported findings as established by laboratory analyses and the interpretation of analytical results.</p> <p>Drives to crime scenes to collect evidence on site.</p> <p>Responds to crime scenes and examines, collects, interprets, and preserves physical evidence for analysis and evaluation under the direction of an experienced criminalist.</p> <p>Completes field investigation reports.</p> <p>Researches technical journals, textbooks, chemical manuals, and other source materials to determine the best methods of performing analytical testing.</p> <p>Participates, as assigned, in conducting research into new methods and procedures of scientific criminal investigation.</p> <p>Participates, as assigned, in training new criminalists and law enforcement</p>

Sheriff's Department: Address: 101 Centre Plaza Drive, Monterey Park, CA 91754  
24-Hour Job Line: (800)970-LIST; TTY Phone: (323) 260-5291

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

**SELECTION  
REQUIREMENTS**

personnel on various analytical procedures commensurate with their assigned duties.

A Bachelor's degree from an accredited college with specialization in criminalistics, chemistry, biochemistry, or a closely related scientific field, including at least eight semester hours of general chemistry and three semester hours of chemistry based quantitative analysis.\*

**Physical Class:** 2 - Light:

Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**Licenses:** A valid California Class "C" Driver License is required to perform job-related essential functions of the position. Appointees may be required to provide automobiles and drive them in County service at the rate of compensation allowed by the Board of Supervisors.

Successful applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of your driving record must be presented at the time of appointment. License must not be suspended, restricted, or revoked. AN APPLICANT WHOSE DRIVING RECORD SHOWS THREE (3) OR MORE MOVING VIOLATIONS WITHIN THE LAST YEAR WILL NOT BE APPOINTED.

**Special Requirement Information:** \*To qualify, applicants **must** submit copies of official transcripts of school records confirming completion of the required classes, degree, and field of study at the time of filing. **Transcripts downloaded from the internet are not deemed to be official transcripts and will not be accepted.**

Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also, acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services.

**DESIRABLE  
QUALIFICATIONS**

Successfully completed college courses (graduate or undergraduate level) covering the subject areas of biochemistry, genetics and molecular biology, as well as a course work and/or training in statistics.

**SPECIAL  
INFORMATION**

**Shift:** Any Shift

APPOINTEES MUST BE WILLING TO WORK ANY SHIFT, INCLUDING EVENINGS, NIGHTS, WEEKENDS, AND HOLIDAYS AND WILLING TO WORK AT ANY SCIENTIFIC SERVICES BUREAU LOCATION.

**SUCCESSFUL CANDIDATES MUST COMPLETE A THOROUGH  
BACKGROUND INVESTIGATION, INCLUDING A FINGERPRINT SEARCH.**

Examples of disqualifying factors include: Any felony convictions; job related misdemeanor convictions; certain serious traffic convictions or patterns of traffic violations (3 moving violations in one year; failure to appear; at fault accidents; suspended license; driving under the influence); poor credit history; poor employment history; substance abuse; anyone of probation.

**VACANCY  
INFORMATION**

The eligible register resulting from this examination will be used to fill vacancies within the Los Angeles County Sheriff's Department, Technical Services Division, Scientific Services Bureau.

**EXAMINATION  
CONTENT**

This examination will consist of a written test covering biology, chemistry, quantitative analysis, scientific method, and criminalistics weighted 50% and an interview weighted 50%. The interview will cover training, experience, and general ability to perform the duties of the position.

**THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.**

**CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON EACH WEIGHTED PART OF THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.**

**ELIGIBILITY  
INFORMATION**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the promulgation date.

**NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.**

**\*\*\* IMPORTANT INFORMATION \*\*\***

**APPLICATION  
INFORMATION**

Applications and resumes should be submitted on business days ONLY beginning on Friday, August 24, 2007, between 8:00 a.m. and 4:30 p.m. at the address listed below. Applications filed at any other County location will not be accepted if they are not received at the below location by the last day of filing. Fascimiles of the application will not be accepted. THIS EXAMINATION WILL REMAIN OPEN UNTIL THE NEEDS OF THE SERVICE ARE MET AND IS SUBJECT TO CLOSURE AT ANY TIME. For further information concerning this examination, please call Personnel Administration, Professional Examinations Unit, at (323) 526-5611, TTY (323) 260-5291 or (323) 267-6669.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Of particular interest will be the breadth and length of experience in the areas covered under "Selection Requirements." Please be sure your application shows complete information, including dates for education and jobs held which relate to this position. In the space provided for education include the names and addresses of schools/colleges attended, titles of courses completed, dates completed and number of credits/units earned, degree(s) earned, dates completed and specialized field of study. **For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed and salary earned.** Attach an additional page(s) to your application, if necessary, to describe fully your related education and experience. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

**Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:**

Sheriff's Department  
University Centre Building - Professional Examinations Unit  
101 Centre Plaza Drive  
Monterey Park, CA 91754-2169  
(323) 526-5611

**DISABILITY  
ACCOMMODATIONS**

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (323) 526-5671.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (323) 526-5671. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (323) 260-5291 or (323) 267-6669 . The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL  
OPPORTUNITY  
EMPLOYER**

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT  
COMPLIANCE**

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**VETERAN'S  
CREDIT**

**VETERANS' PREFERENCE CREDIT** of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

**EMPLOYMENT  
ELIGIBILITY  
INFORMATION**

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**RECORD OF  
CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**SOCIAL SECURITY  
ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.