



**CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC
FORENSIC SCIENCE EXAMINER 3**

ANNUAL \$73,528 SALARY APPLICATION CLOSING EXAM
SALARY: \$98,920 GROUP: FP 27 DATE: SEE BELOW NO: 121450CRMC

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW
(REISSUED WITH DATES FOR 2012-2013)

PURPOSE OF CLASS In the Department of Public Safety, State Police Forensic Laboratory this class is accountable for supervising the activities and operations of a section consisting of several specialized units engaged in selecting and conducting a variety of highly complex tests to analyze physical evidence. **DEOXYRIBONUCLEIC ACID (DNA) SECTION:** Incumbents are responsible for supervising staff performing complex analysis of forensic biology evidence such as nuclear and mitochondrial deoxyribonucleic acid (DNA). **FORENSIC IDENTIFICATION SECTION:** Incumbents are responsible for supervising staff performing complex analysis of evidence such as latent fingerprints, electronic/digital imaging, firearms, ballistics, toolmarks, questioned documents, imprints and investigating electronic related criminal activity. **TOXICOLOGY SECTION:** Incumbents are responsible for supervising staff performing complex analysis of forensic biology evidence such as trace, physical, chemical samples, autopsy specimens, body fluids, hairs, fibers and identification of suspected poisonous substances.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE:

GENERAL EXPERIENCE: Eight years of experience in forensic analysis of evidentiary material.

SPECIAL EXPERIENCE: One year of the General Experience must have been in a lead capacity guiding the activities of professional forensic science laboratory personnel or as an advanced working level. For state employees this is interpreted at the level of Forensic Science Examiner 2.

SUBSTITUTIONS ALLOWED: (1) College training in forensic science or closely related field may be substituted for the General Experience required on the basis of fifteen semester hours equaling one half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in forensic science or closely related field may be substituted for one additional year of the General Experience. (3) A Ph.D in forensic science or closely related field may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENTS: (1) Incumbents in this class may be required to work flexible hours. (2) Incumbents in this class may be required to travel.

CHARACTER REQUIREMENT: In addition to the checking of references and facts in the application, a thorough background investigation of each candidate may be conducted before persons are certified for permanent appointment.

WORKING CONDITIONS: Incumbents may be exposed to communicable diseases and hazardous substances.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of current laboratory facilities, methods, equipment, instrumentation and material; considerable knowledge of modern methods of criminal investigations and identification; considerable knowledge of applicable techniques and procedures for analyzing evidentiary materials; considerable knowledge of physical laboratory instrumentation, documents, firearms, fingerprints and crime reconstruction techniques; considerable interpersonal skills; considerable oral and written communication skills; ability to independently conduct technical, analytical, consultative, and research activities; ability to utilize computer software; ability to act as an expert witness in a court of law on complex and sensitive cases; ability to reconstruct crime scenes; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

- APPLICANTS MUST SUBMIT:**
- (1) Completed Application Form (CT-HR-12)**
 - (2) Supplemental Examination Materials (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the supplemental examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Forensic Science Examiner 3, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Forensic Science Examiner 3 cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Knowledge of modern methods utilized in crime scene processing and evidence examination including documentation, photography and chain of custody; knowledge of identification, collection and preservation of blood, body fluids and trace evidence for further analysis in areas of criministics, DNA and identification; knowledge of the use and maintenance of modern scientific instrumentation; knowledge of biological screening tests and/or wet chemical methodologies. (2) Knowledge of applicable techniques and procedures for analyzing evidentiary materials, such as DNA analysis, DNA extraction digestion, gel electrophoresis, hybridization, PCR amplification and visualization techniques, automated sequencing, photographic, chemical, microscopical and instrumental techniques and biological processing. (3) Knowledge of physical laboratory instrumentation, documents, firearms, fingerprints and reconstruction techniques, such as enhancement procedures, computer imaging and sequential processing, firearms comparisons, latent fingerprint comparisons, handwritten and printed materials intercomparison for document examination and working knowledge of computerized databases. (4) Knowledge of computer-based operating systems; familiarity with computer hardware and software; understanding of computer diagnostic software; understanding of computer programming, network configuration and internet technologies; understanding of video/image enhancement technologies and their application. (5) Knowledge of the team approach in gathering and analyzing case evidence, including providing expert testimony in a court of law relevant to document examination, fingerprint analysis, firearms examination. (6) Detail your experience leading or supervising others including the numbers and job titles of those you led/supervised. Describe your experience assigning, overseeing, reviewing and evaluating the work of staff. Also include any experience you have in training staff. **(Applicants are not required to have experience in all of the above areas.)** **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes** (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and examination materials are completed correctly and submitted together as a package. (5) **Mail application/examination materials to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (Secure Fax #860-622-2840).** If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **A separate application/examination package must be submitted for each examination you are applying for.** (8) Application/examination package must be date stamped by DAS/Human Resources or postmarked by **SEPTEMBER 17, 2012 for the OCTOBER 29, 2012 grading date; by DECEMBER 17, 2012 for the JANUARY 30, 2013 grading date; by APRIL 17, 2013 for the MAY 30, 2013 grading date; by AUGUST 16, 2013 for the SEPTEMBER 30, 2013 grading ate; and by DECEMBER 17, 2013 for the JANUARY 30, 2014 grading date.** **Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

(revised August 21, 2012)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.