



EXAMINATION OPEN TO THE PUBLIC

EVIDENCE CONTROL OFFICER

ANNUAL \$38,714
SALARY: \$52,213

SALARY
GROUP: HC 16

APPLICATION CLOSING
DATE: MARCH 10, 2011

EXAM
NO: 110090CJR

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Departments of Public Health, State Laboratory and Public Safety, Forensic Science Laboratory this class is accountable for prioritizing and cataloging physical evidence obtained from criminal actions.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY MARCH 10, 2011:

GENERAL EXPERIENCE: Five years of experience in evidence collection and/or disposition in a laboratory or law enforcement setting.

SUBSTITUTIONS ALLOWED: (1) College training in forensic science or other closely related field may be substituted for the General Experience 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 other closely related field may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENT: Incumbents in this class may be required to work flexible hours.

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 CONDITION: Incumbents in this class may be exposed to communicable diseases and hazardous substances.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of methods of collection, packaging and preservation of evidence; knowledge of applicable statutes concerning seizure, reporting and disposition of evidence; knowledge of state and federal regulations concerning chain of custody of evidence; knowledge of operations of a high security and/or volume evidence storage facility including access control, storage methods, inventory control, disposition and record keeping; knowledge of methods utilized in analysis of physical evidence; interpersonal skills; oral and written communication skills; considerable ability in preparation of statistical reports.

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 supplemental 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 Evidence Control Officer include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title Evidence Control Officer 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) Experience working in a high security evidence storage environment prioritizing, cataloging and managing physical evidence. Include any responsibility you have had for such areas as access control, storage methods, inventory control, disposition and recordkeeping, especially utilizing a computerized database system. Please be specific about your own direct responsibilities and the volume and types of evidence handled in the facility. (2) Experience collecting, packaging and preserving evidence in compliance with State and Federal regulations. Indicate your experience in the packing and preservation of biological and chemical evidence. Also, indicate your experience in the safe handling of biological and chemical samples. Be specific about your direct responsibilities and the volume and types of evidence. (3) Experience preparing statistical reports regarding the number, types and sources of cases. **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 supplemental examination materials are date stamped by DAS/Human Resources or postmarked by March 10, 2011. (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875). If faxing materials 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) **Examination scores will be mailed by April 14, 2011.** (8) A separate application/examination package must be submitted for each exam you 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.

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.