

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
EVIDENCE CONTROL OFFICER

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: **Candidates on a current examination list.**

Location: Forensic Laboratory, Meriden

Job Posting No: 102662

Salary: *\$44,425.00 - \$59,672.00

Closing Date: **Tuesday, August 28, 2012**

* New hires to state employment start at the minimum of the above salary range.

Eligibility Requirement: **Candidates must have applied for and passed the EVIDENCE CONTROL OFFICER exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in this class may apply for a lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

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.

General Experience:

Five (5) years of experience in evidence collection and/or disposition in a laboratory or law enforcement setting.

Substitution Allowed:

1. College training in forensic science or other closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in forensic science or other closely related field may be substituted for one (1) additional year of the General Experience.

Special Requirement:

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

Working Conditions:

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

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, and promotion employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a resume, cover letter, CT-HR/12 (State Application) & CT-HR/13 (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by ***Tuesday, August 28, 2012, close of business**, to:

The Department of Emergency Services & Public Protection
1111 Country Club Road, Middletown, CT 06457-9294
Attn: Marisa Pulito, Human Resources Specialist
Fax: (860) 685 – 8356

***Incomplete or late application packages will not be considered.**

Please note that due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications. If faxing your packet; please do not send the original via mail.

Interested candidates for employment at the Department of Emergency Services and Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

The State of Connecticut is an equal opportunity/affirmative action employer.