



CITY OF RICHLAND
invites applications for the position of:

Evidence Technician

SALARY: \$29.19 - \$40.87 Hourly

OPENING DATE: 02/28/23

CLOSING DATE: 03/14/23 11:59 PM

GENERAL SUMMARY:

Performs intermediate administrative support work gathering, processing, and identifying evidence in association with law enforcement protocols, managing inventory, and related work as apparent or assigned. Work is performed under the moderate supervision of the Detective Sergeant ("supervisor"). Must be available for call-out during non-business hours.

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

Click [here](#) to view the full job description, to include essential functions and working conditions.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

High school diploma or GED and three (3) years of experience in evidence processing and database tracking including one (1) year experience in an office setting.

SPECIAL REQUIREMENTS

- Obtain International Association for Property and Evidence (IAPE) or equivalent Certified Property and Evidence Specialist Certification within eighteen (18) months of hire and maintain throughout employment.
- Valid driver's license.

DESIRABLE QUALIFICATIONS:

- AA or Bachelor's Degree in criminal justice, business administration, sociology, or other closely related field.
- At least four (4) years of increasingly responsible technical experience in evidence processing, database tracking, or related field.
- Prior experience working for a law enforcement agency.

- Experience working with confidential and sensitive documents and information.
- IAPE or equivalent Certified Property and Evidence Specialist Certification upon hire date.

SUPPLEMENTAL INFORMATION:

Selection will be based upon qualifications, skills testing (if applicable), and oral board interview process. In addition, the successful candidate must be able to pass a comprehensive pre-employment background check, fingerprinting, personal history statement, polygraph, and physical examination commensurate to the position.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.ci.richland.wa.us>

Position #2023-00052
EVIDENCE TECHNICIAN
KC

625 Swift Blvd
Human Resources / MS-12
Richland, WA 99352
(509) 942-7392

richlandhr@ci.richland.wa.us

Evidence Technician Supplemental Questionnaire

- * 1. Do you have a valid driver's license?
 - Yes
 - No
 - No, but I can have a valid driver's license upon hire date.
- * 2. Do you have a High School diploma or GED?
 - Yes
 - No
- * 3. Which best describes your highest level of education?
 - No High School Diploma/GED
 - High School Diploma/GED
 - Some college level course work (no degree)
 - Associate's degree (or trade school equivalent)
 - Bachelor's degree
 - Master's degree or higher
- * 4. Which best describes your area of study for education?
 - Criminal Justice
 - Sociology
 - Business Administration
 - Other closely related
 - None of the above
- * 5. Which best describes your years of experience in evidence processing and database tracking?
 - I have less than one (1) year of experience.
 - I have one (1) year or more of experience.
 - I have two (2) years or more of experience.
 - I have three (3) years or more of experience.
 - I have four (4) years or more of experience.
 - I have five (5) years or more of experience.

- * 6. Which best describes your experience working in an office setting?
 - I have less than one (1) year of experience in an office setting.
 - I have one (1) year or more of experience in an office setting.
 - I have two (2) years or more of experience in an office setting.
 - I have three (3) years or more of experience in an office setting.
- * 7. Please describe your technical experience in processing evidence. Include years of experience, employer and specific duties you were responsible for. If question is not applicable, please write N/A.
- * 8. Do you have an IPAE or equivalent Certified Property and Evidence Specialist Certification?
 - Yes, I am certified as an IPAE or equivalent
 - No, but I am currently in the process of obtaining a certification
 - No, I have not obtained nor am I in the process of obtaining a certification
- * 9. Please select the option that best describes the type and frequency of confidential information you currently have access to.
 - On an average week, I regularly have access to confidential information, the type of which if released could result in a lawsuit and me being fired from my job
 - On an average week I sometimes have access to confidential information, the type of which if released could result in people being embarrassed and me being disciplined
 - On an average week I might have access to confidential information, the type of which if released could result in people being embarrassed and me being disciplined
 - I do not regularly deal with confidential information
- * 10. Which best describes your experience working for a law enforcement agency?
 - I have not worked for a law enforcement agency
 - I have less than 2 years of experience working for a law enforcement agency
 - I have 2 to 3 years of experience working for a law enforcement agency.
 - I have 3 years or greater experience working for a law enforcement agency
- * 11. Please describe your specific experience working for a law enforcement agency. Specify which agency you worked for, how long and specific duties you were responsible for. If question is not applicable, please write N/A.
- * 12. Which best describes your proficiency level working in Microsoft Office Excel?
 - No experience (never used before)
 - I have a working knowledge (added data in existing platform, etc.)
 - Beginner
 - Intermediate
 - Advanced
- * 13. Which best describes your proficiency level working in Microsoft Office Outlook?
 - No experience (never used before)
 - I have a working knowledge (added data in existing platform, etc.)
 - Beginner
 - Intermediate
 - Advanced

* Required Question