



**SPOKANE COUNTY**  
invites applications for the position of:

## **Forensic Specialist (Civil Service)**

**SALARY:**

\$24.65 - \$33.26 Hourly  
\$4,272.22 - \$5,764.74 Monthly  
\$51,266.64 - \$69,176.88 Annually

**CLOSING DATE:**

Continuous

**JOB SUMMARY:**

TOTAL COMPENSATION: \$65,621.30 - \$88,546.40 Total compensation is an estimate based upon base compensation, median retirement fund contributions, and current employer-paid health and related benefit contribution rates (including medical, dental, life insurance, long term disability, and leave). The actual total will vary depending upon each employee's enrollment choices.

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The Forensic Specialist is a technical, criminal identification position in the Spokane County Sheriff's Office responsible for friction ridge examinations and crime scene investigations.

**REQUIRED ADDITIONAL DOCUMENTS CHECKLIST- ALL DOCUMENTS MUST BE UPLOADED WITH YOUR APPLICATION:**

- Copy of valid driver's license (Must be uploaded with your application; front side only)
- Copies of any training records or certifications relevant to the position
- Copy of DD-214 - Member Form 4 (if applicable; Must be uploaded with your application; See RCW 41.04.010 as to how Veteran's Preference is applied.)
- Copy of Permanent Resident Card AKA "Green Card" (if applicable; MUST be uploaded with your application; front side only)
- Sealed official transcripts from the school of your highest level of education or the school showing proof of your degree. All transcripts must be sealed official copies. They cannot be uploaded with your application. Please mail or hand deliver sealed-official copies to: Spokane County Civil Service, 6011 N Chase Rd., Newman Lake, WA 99025. If your school only distributes electronic transcripts, have the registrar email the official transcripts directly to: tmoore@spokanecounty.org. Electronic transcripts will only be accepted if sent directly by the school. *If you have already submitted official transcripts to Civil Service, please do not resubmit. Do make sure to verify Civil Service has your transcripts on file.*

**DO NOT SUBMIT RESUME**

**\*\*IF ALL ADDITIONAL REQUIRED DOCUMENTS ARE NOT UPLOADED WITH APPLICATION OR SUBMITTED TO CIVIL SERVICE BY THE CLOSING DATE, APPLICATION WILL NOT BE ACCEPTED. NO EXCEPTIONS. \*\***

**TESTING DATES:**

Applications for this position will remain open until vacancies are filled. Applicants who meet the minimum requirements will be sent a Training and Experience form after their application has been reviewed by Civil Service. Non-promotional applicants will also be sent a Personal History Statement Background Packet that needs to be submitted along with their Training & Experience Form.

**Oral Board Interviews: To be determined at a later date. Oral board interviews will be scheduled when a satisfactory number of Training and Experience forms have been received.**

*Overall Placement on the eligibility list will be determined by 40% Training and Experience Form and 60% oral board interview score. An overall score of at least 70% must be achieved in order to be placed on the eligibility list.*

**PLEASE NOTE: All interviews must be conducted in-person at the applicant's expense. No Skype, over-the-phone, or outside testing facilities are permitted. No exceptions.**

## **EXAMPLES OF DUTIES:**

### **Duties may include, but are not limited to the following:**

Process and document crime scenes with or without the assistance of additional Forensic staff by taking all necessary photographs and/or video, searching for latent fingerprints, collecting items of evidence and preserving them for further analysis.

Recognize evidence and have a working knowledge of the potential evidentiary value of tool marks, ballistics, soils, blood, DNA, poisons, fibers, document examinations, etc.

Process evidence for latent fingerprints using such techniques as powders, chemicals, various light sources, and photography.

Perform friction ridge examinations and run searches in the Automated Biometric Identification System (ABIS).

Attend autopsies and photograph various phases for court purposes; collect post-mortem fingerprints.

Maintain accurate documentation and generate reports of finding.

Provide expert testimony in court.

Required to be available for call outs on evenings and weekends.

Perform related duties as assigned.

## **MINIMUM REQUIREMENTS:**

At least 21 years of age and a citizen of the United States of America, or a lawful permanent resident, who can read and write the English language. Successful completion of a Bachelor's degree from an accredited college or university with major studies in forensic science, criminal justice, or other areas having close bearing on forensics. This degree requirement is not intended to disqualify friction ridge examiners and crime scene investigators who are already trained to competency. Combined two (2) years' experience in friction ridge examination and/or crime scene investigation. Vision correctable to 20/20 with normal color vision and hearing correctable to normal ranges. Must possess and retain a valid motor vehicle operator's license at date of hire and throughout employment.

Current Spokane County Forensic Technicians who are in good standing and have passed a minimum of one year (1) probation will qualify.

## **SELECTION FACTORS:**

### **Knowledge of:**

- Friction ridge examination and the ACE-V methodology
- Processing and documentation of latent fingerprints
- Crime scene processing and documentation to include photography

### **Skilled in:**

- Exercising independent judgment and thinking on your feet
- Working as a team and performing duties in concert with other investigators

### **Ability to:**

- Communicate effectively, both orally and in writing
- Write clear, accurate, and concise reports
- Use digital imaging software such as Adobe Photoshop or other photographic reproduction systems
- Become Latent Print Certified through International Association for Identification
- Become Crime Scene Certified through International Association for Identification