

# COUNTY OF ALAMEDA HUMAN RESOURCE SERVICES DEPARTMENT

Lakeside Plaza Building, 1405 Lakeside Drive, Oakland, CA 94612

## CRIMINALIST I

A properly completed Supplemental Questionnaire must be submitted with each application. Applications and Supplemental Questionnaires must be in the possession of the Human Resource Services Department by 4:30 p.m. on the Last Day for Filing. Postmarks are not accepted. Failure to submit the Supplemental Questionnaire will result in disqualification.

**NOTE: Applicants must also submit a copy of or an official transcript from an accredited college or university with the completed application at the time of filing. Failure to submit the transcript will result in disqualification. Official college transcript may be required by the department prior to the date of appointment.**

**THE POSITION(S):** Criminalist I is the entry-level class within the Criminalist class series. All positions of this class are located in the Sheriff's Office. Criminalist I will be under close supervision and will receive extensive on-the job training in specialized areas of laboratory investigation. Criminalist I will be involved in the more routine cases. Typical duties include performance of chemical, physical, biological and instrumental analysis on physical evidence; collection of physical evidence at crime scenes; preparation and presentation of findings in written reports; serving as an expert witness in court. Incumbents of this position are expected to perform other related duties as needed.

**PROMOTIONAL OPPORTUNITIES:** As incumbents gain expertise and experience in different areas of laboratory investigation, they are expected to qualify for promotion to the next levels of the series:

Criminalist II - \$2487.75 - Current Bi-Weekly Maximum AND Criminalist III - \$2739.75 - Current Bi-Weekly Maximum

**THE REQUIREMENTS:** These are entrance requirements for admission to the examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. A candidate's performance in the examination will be judged in comparison with the performance of other candidates.

### EITHER I

**EDUCATION:** Possession of a bachelor's degree in Criminalistics or Forensic Science from an accredited college or university which must have included 18 semester units of chemistry, including 3 semester units or 4 quarter units in quantitative analysis.

### OR II

**EDUCATION:** Possession of a bachelor's degree from an accredited college or university in chemistry, biochemistry, physics, or in a closely related natural or physical science, which must have included 18 semester units of chemistry, including 3 semester units or 4 quarter units in quantitative analysis, **AND**

**EXPERIENCE:** The equivalent of two years of recent full-time within the past six years, experience as a criminalist or forensic chemist performing laboratory work equivalent to that of a general criminalistics laboratory.

**LICENSE:** All candidates must possess a valid California Motor Vehicle Operator's license.

**SPECIAL REQUIREMENT:** Candidates must be free of uncorrected colorblindness at the time of the County pre-employment physical examination. **ALL PERSONS HIRED FROM THIS EMPLOYMENT LIST WILL BE SUBJECT TO A MEDICAL EXAMINATION AND A THOROUGH BACKGROUND (CRIMINAL, EMPLOYMENT, CREDIT, DRIVING RECORD) INVESTIGATION.**

**THE EXAMINATION:** THIS IS A NEW ASSEMBLED EXAMINATION. The eligible list resulting from this examination will cancel any existing list and may last approximately one year, but can be extended.

The examination may include but may not be limited to: KNOWLEDGE OF the principles of forensic science, chemistry, physics, biochemistry, photography and natural sciences as related to criminalistics; modern criminal investigation and identification techniques and procedures; recent developments, current literature and sources of information in the field of criminalistics; basic laboratory safety procedures. ABILITY TO conduct chemical, physical and microscopic examination as required; conduct on-the-scene investigations of crime; relate pieces of evidence to each other and draw logical conclusions; present evidence clearly and accurately in court when called on as an expert witness; prepare clear and concise reports of findings; operate advanced laboratory instrumentation, such as spectrophotometers, gas chromatographs, scanning electron microscope, energy dispersive X-Ray, GC-MS, laboratory information systems; provide training and assist in evaluating work of others.

**THE EXAMINATION WILL CONSIST OF** the following steps: A review of candidates' applications to verify possession of minimum requirements. Those candidates who possess the minimum requirements for the class will move on to the next step in the examination process, which is a review of candidates' Supplemental Questionnaires to verify further knowledge, skill or ability. The remaining steps are a written test weighted as 30% of the candidate's final examination score, and an oral interview weighted as 70% of the candidate's final examination score. The oral interview may include situational exercises. **CANDIDATES MUST ATTAIN A QUALIFYING RATING ON EACH PORTION OF THIS EXAMINATION. WE RESERVE THE RIGHT TO MAKE CHANGES TO ANNOUNCED EXAMINATION STEPS.**

**TO APPLY:** Applications may be obtained at the Alameda County Human Resource Services Department, Lakeside Plaza Building, 1405 Lakeside Drive, Oakland, CA 94612; Dublin Library, 7606 Amador Valley Blvd., Dublin, CA 94566; Fremont Main Library, 2400 Stevenson Blvd., Fremont, CA 94538; or the Union City Library, 34007 Alvarado-Niles Road, Union City, CA 94587. Applications can only be filed at the Alameda County Human Resource Services Department, Lakeside Plaza Building, 1405 Lakeside Drive, Oakland, CA 94612. The application form is also available on our web site: [www.co.alameda.ca.us](http://www.co.alameda.ca.us).



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2. Have you completed a Bachelor's Degree in Criminalistics or Forensic Science from an accredited college or university?

Yes       No

If YES, Field of Degree \_\_\_\_\_

College or University: \_\_\_\_\_

Address: \_\_\_\_\_

If NO, Is your degree in chemistry, biochemistry, physics, or in a closely related natural or physical science?

Yes       No

Field of Degree \_\_\_\_\_

College or University: \_\_\_\_\_

Address: \_\_\_\_\_

3. Describe in detail your experience as a criminalist or forensic chemist. Indicate your role (i.e. employee, intern, etc.). Provide name of employer, dates and duties.

**CERTIFICATION OF APPLICANT:** I hereby certify that I am the author of this questionnaire and that all information presented is true and based on my background, skills, and experiences. I agree and understand that misstatements or omissions of material facts, or alterations to questions on this Supplemental Questionnaire herein may forfeit my rights to any employment in the service of the County of Alameda.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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