

CRIME SCENE INVESTIGATOR

The City of Carlsbad is seeking to fill the position of **Crime Scene Investigator** for the Carlsbad Police Department. Under the direct Detective Supervision and in accordance with procedures, this position is a civilian non-sworn position, responsible for managing the custody of all Carlsbad Police Department evidence and property.

Duties include, but are not limited to, being on call every other week. Responding to high profile crimes and major traffic accidents, evaluate the scene(s) and conduct searches for evidence utilizing disciplines related to crime scene investigation.

Responds to crime and accident scenes, evaluates the scene and conducts searches for evidence utilizing disciplines related to crime scene investigation. Measures and/or photographs crime scenes, evidence, etc. Documents, collects, packages, preserve, and processes evidence.

Utilizes alternate light sources, chemical and physical processes, scientific methods and equipment for the detection and collection of evidence. Processes evidence and crime scenes for latent fingerprints, utilizing both chemical and powder processes.

Writes and completes reports and/or documentation of work completed. Enters and modifies information in LERMS. Assists other law enforcement agencies with crime scene processing.

Maintains the crime lab in an orderly fashion. Process DNA Samples into local data base (Rapid DNA). Testifies as an expert witness in court regarding analysis and procedures, after being declared by the judge, an expert in their field of crime scene investigation.

Be willing to be on a 24-hour on call rotation. Be willing to be at the Carlsbad Police Department or crime scene in a timely manner. Be willing to carry and respond to a work cell phone.

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Skill in oral and written communication. Skill in using computers and related software applications. Skill in handling multiple tasks and prioritizing. Skill in handling conflict and uncertain situations. Skill in data analysis and problem solving.

Ability to lift and move objects weighing up to 50 pounds. Ability to balance, climb, crawl, crouch, walk, stand, kneel, stoop, sit, hear,

feel, finger grasp, handle, reach, pull, push, speak, see and talk. Ability to work with frequent interruptions and changes in priorities. Ability to maintain confidential, sensitive material. Ability to quickly recognize and analyze irregular events. Ability to establish and maintain effective communication and working relationships with city employees and the public.

An associate degree is required in the field of Criminal Justice, Forensics, Biology, Chemistry, Natural Sciences, or other closely related field or three (3) years of investigative experience. Must have knowledge of photographic and identification techniques used in law enforcement, fingerprint collection, as well as techniques and understanding of DNA collection techniques and trace evidence collection techniques. Previous experience in a law enforcement agency is preferred.

Must possess and maintain National Crime Information Center (NCIC) certifications within three months of employment. Two (2) years of property room experience or managing confidential records preferred. Two (2) years of experience in property evidence management or completion of a course in property evidence management preferred but not required. Must possess a valid New Mexico driver's license with a clean driving record for the past three (3) years. Must have an excellent attendance record.

In addition to an excellent benefit package, starting hourly rate of pay will be \$28.48. Additional pay increase available for applicants with advanced educational degrees.

To be considered for this position apply at the City Municipal Building, 101 N. Halagueno or respond to City of Carlsbad, Personnel Department, P.O. Box 1569, Carlsbad, NM 88221 or via email to hr@cityofcarlsbadnm.com. Applicants must include a City of Carlsbad Police Department employment application filled out completely. Resumes are not required, but may be included if desired. Applications accepted until the position is filled.

EOE M/F/V/D