

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

**CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO**

Phone: (330) 489-3360
FAX: (330) 580-2059



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: November 18, 2013
No.: M21-13

CLASSIFICATION TITLE
CRIMINALIST – FIREARM & FINGERPRINT
(Police Department)

SALARY RANGE
\$45,753 - \$63,953

FILING OF APPLICATION

Application must be made on the open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702, or application may be printed from www.cantonohio.gov under "City Government" click on "City Services" and then on "Civil Service". Application, resume, clear copy of valid driver's license, unofficial college transcripts and any other pertinent documentation must be on file with the Civil Service Office no later than **Friday, December 6, 2013 at 4:00 p.m.**

EXAMINATION

Eligible applicants will receive details concerning the examination after the filing deadline.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's Degree in forensic chemistry or forensic science (in lieu of a forensic science degree, must have at least a four year degree in a scientific discipline with a minimum of two years' experience in a crime lab); prior crime laboratory experience is highly desirable; or an equivalent combination of education, experience and/or training which provide the required knowledge, skills, and abilities. Applicants in the DNA discipline must meet the requirements by the FBI Quality Assurance Standards for Forensic DNA Testing Laboratories including at least nine semester hours (or equivalent) completed successfully in the areas of biochemistry, genetics and molecular biology as well as coursework or training in statistics and/or population genetics. Applicants in the toxicology discipline will be required to obtain Ohio Department of Health Permits for Alcohol Analysis & Drug Analysis. Possession of a valid Ohio Driver's License.

UNIQUE REQUIREMENTS/PHYSICAL REQUIREMENTS

Knowledge of crime laboratory techniques and procedures. Knowledge of analytical organic and inorganic chemistry, including qualitative and quantitative analysis and the use of scientific instrumentation. Knowledge of photography and the use of photographic equipment. Ability to testify as an expert witness on the examination of physical evidence. Ability to prepare technical and administrative reports. Ability to analyze situations and develop workable solutions. Ability to present ideas effectively, orally and in writing. Ability to establish and maintain effective working relationships with Elected Officials, department heads, City employees, other agencies, and the general public.

ADMITTANCE TO EXAMINATION – IDENTIFICATION REQUIRED

Candidates who have been accepted for the examination will be admitted to the examination site upon presentation of a valid State of Ohio Driver's License or other photo identification card satisfactory to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL NOT BE EXAMINED.**

******IMPORTANT NOTICE TO VETERANS******

Upon receiving a passing score, a twenty (20%) percent bonus will be granted to individuals who have been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is a resident of this state and any member of the national guard or a reserve component of the armed forces of the United States who has completed more than 180 days of active duty service. (O.R.C. 124.23C) **APPLICANT MUST SUBMIT A CERTIFICATE OF SERVICE OR HONORABLE DISCHARGE (FORM DD-214 – LONG VERSION) BY THE FILING DEADLINE TO RECEIVE THE BONUS CREDIT.**

CITY RESIDENCY BONUS

Applicants who have resided within the Canton City Limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.

RATING

Upon completion of the examination process, qualified candidates will be placed on the eligibility list for a period of one (1) year and preference will be given in accordance with your final rating.

NOTICE OF BACKGROUND INVESTIGATION

Be advised that candidates may be subjected to a confidential background investigation, including, but not limited to, a criminal record check and driving check.

NOTICE OF DRUG TESTING REQUIREMENT

Pursuant to Civil Service Rule IV (16), applicants are hereby advised that the position being examined for has been declared as "safety sensitive". Accordingly, eligibility is not considered final until drug testing has been successfully completed with a negative result. Applicants who refuse to submit to drug testing or submit and fail such testing will be removed from all safety sensitive eligibility lists upon which their name appears for a period of one year or until the eligibility list(s) expire(s), whichever is shorter. Reinstatement to eligibility list(s) shall be contingent upon successful passage of drug testing under the Commission's control at applicant expense.

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, national origin, sex, political affiliation, age, type of disability or any other non-merit factor.

DUTIES

This is a responsible and professional position. An employee in this classification is involved in performing skilled analysis of firearm and fingerprint evidence collected by lab personnel or law enforcement and fire departments for the identification, classification, and relevance to a crime or event. The criminalist is responsible for testimony relating to the results of such analysis of evidence in courts of law. The criminalist is responsible for the laboratory procedures and examinations performed on the evidence, the crime scenes under his/her direction, the reports generated from a crime scene or forensic examination, and the courtroom testimony of the results. The individual is responsible for handling confidential materials such as evidence under investigation and criminal prosecutions. Operating under the Stark Council of Governments, the criminalist is responsible for performing various functions for four Stark County court systems, the County Coroner and the police and fire agencies within Stark County. The criminalist reports directly to the Crime Lab Director.