



**CITY OF RENO**  
Department of Human Resources  
and the  
Civil Service Commission  
PO Box 1900,  
Reno, NV 89505

<http://www.reno.gov/jobs>

**INVITES APPLICATIONS FOR THE POSITION OF:  
Forensic Evidence Supervisor**

*An Equal Opportunity Employer*

**SALARY**

\$67,808.00 - \$95,409.60 Annually

**OPENING DATE:** 07/23/21

**CLOSING DATE:** Sun. 08/08/21 11:59 PM Pacific Time

**THE POSITION**

The City of Reno is looking for a motivated individual to lead the Forensic Evidence division of the Reno Police Department.

**This is an open competitive opportunity for any individual who meets the minimum qualifications.**

The successful candidate will, under direction, supervise, assign, review, and participate in the work of staff responsible for receiving, securing, safeguarding, and preserving of property and evidence items in the Reno Police Department.

**We currently have one vacancy in which hiring will begin immediately following the close of this recruitment. Starting salary for this position is \$67,808.00 annually, which is step one of the current pay plan. This recruitment will also establish a list for future vacancies, which will be filled as they occur.**

**EXAMPLES OF ESSENTIAL FUNCTIONS**

- Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for receiving, securing, storing, safeguarding, preserving, and disposing of property and evidence items recovered by or submitted to the Police Department.
- Respond to a wide variety of crime scenes and oversee and direct the activities of subordinate personnel both at crime scenes, in follow-up processing of evidence, and in the examination, identification and verification of latent fingerprints.
- Serve as the principal forensic investigator and point-of-contact for all forensic work processes and products for major crime scenes and other scenes as assigned.
- Participate in and perform specialized duties in the investigation and evaluation of crime scenes and related evidence.

- Collect, preserve, protect, prepare written records and establish and/or control the chain of custody of physical and biological evidence.
- Develop latent fingerprints with powders, chemicals, or other approved methods, both in the field and in an evidence laboratory, on a variety of objects and surfaces and perform related specialized photography.
- Perform forensic photography and videography of victims, suspects, crime scenes, items of evidence, latent prints and other items and objects.
- Fingerprint and photograph dead bodies in various states of decomposition.
- Prepare the primary crime scene report and other supplementary investigation reports related to crime scene investigations, evidence collection and processing, fingerprint identification and processing procedures, and other reports as required.
- Testify in court.

## **MINIMUM QUALIFICATIONS**

The following minimum qualifications are required to be met at the time of application.

### **Education/Training:**

Completion of sixty units from an accredited college or university with major work in forensic science, criminal justice, chemistry, biology, or a closely related field.

### **Experience:**

Three years experience with at least one year performing the full range of duties and responsibilities related to crime scene investigations, evidence processing and evaluation, forensic photography and videography, manual and/or automated crime scene diagramming, and/or latent fingerprint examination, identification and verification, inventory control or storekeeping experience. One year of administrative and/or lead supervisory experience and one year experience in evidence processing is preferred.

### **Substitution:**

A Bachelors Degree from an accredited college or university with major work in forensic science, criminal justice, chemistry, biology, or a closely related field may substitute for one (1) year of experience.

### **License or Certification:**

Possession of an appropriate, valid driver's license.

Must complete Security Awareness and National Crime Information Center (NCIC)/Nevada Criminal Justice Information Service (NCJIS) certification within six months of hire/transfer and be recertified every two years. Must maintain certifications in NCIC/NCJIS as a condition of continued employment.

## **SUPPLEMENTAL INFORMATION**

**HOW TO APPLY:**

You may submit your completed application and supplemental questionnaire online at [www.reno.gov/jobs](http://www.reno.gov/jobs) by August 8, 2021 at 11:59PM. If a computer or mobile device is not available to you, suggested locations to complete an online application submittal include: the City of Reno City Hall 2nd floor computer kiosk or the 5th floor Civil Service Offices, or any locations of Nevada Job Connect and any local library or educational facility.

If you are having difficulty logging into your [governmentjobs.com](http://governmentjobs.com) profile, please call the applicant support line at 855-524-5627.

**EXAMINATION PROCESS:**

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of an online Personality Profile module (for informational purposes only) and a training and experience evaluation (T&E) weighted as follows:

Online assessment (Personality Profile) = Informational purposes only  
T & E = 100%

**T&E Evaluation Details**

The T&E examination consists of a Supplemental Questionnaire. The questions may be viewed online under the tab marked **"QUESTIONS"** on the job announcement page. The T&E must be submitted online at the time of application.

- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- In order to receive credit for education or training, you must attach copies of your transcripts, diploma, or relevant certificates to your online application.
- Resumes or questionnaires uploaded as attachments to the application will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., are not qualifying responses and will not be considered.
- Changes or corrections to your responses cannot be made once your application packet has been submitted.
- **TIP:** It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire to be submitted.

**NOTIFICATION:**

Applicants are notified by email of their examination results. Applicants who do not meet the minimum qualifications will also be notified.

**TESTING ACCOMMODATION:**

If you wish to identify yourself as an individual with a disability and will be requesting an accommodation, that request must be made to the Chief Examiner no later than the closing date of this announcement.

**APPOINTMENT & CERTIFICATION:**

Appointments to positions in the City's Civil Service system are made on the basis of examination. Scores resulting from a competitive examination are used in determining a person's rank on an eligible register. The current certification rule in effect at the time a request is received by the Civil Service Commission will be used to refer names. The department may hire any of the persons referred. The names of those persons not hired may be considered when the next vacancy occurs, for as long as that register is viable.

**QUESTIONS/UPDATES:**

Questions about the information on this announcement and updates to application information should be directed to Civil Service at (775) 334-2223.

*The City of Reno is an equal opportunity employer. Recruitment, hiring, assignment, training,*

*compensation, promotion, retention, and disciplinary decisions will be made without regard to race, color, religion, creed, national origin, sex, sexual orientation, gender identity, gender expression, age, pregnancy, physical or mental disability, genetic information, veteran status, political affiliation, membership in an employee association, or any other protected class status applicable under federal or state law or City Charter*

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.reno.gov/jobs>

OR

PO Box 1900,  
Reno, NV 89505

EXAM #157021

FORENSIC EVIDENCE SUPERVISOR

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## Forensic Evidence Supervisor Supplemental Questionnaire

### \* 1. MINIMUM QUALIFICATION REVIEW

The following questions are a required part of your application. Your answers will be used to assist Civil Service in evaluating your related work experience and education to determine that you meet the minimum qualifications for this position as listed on the job posting.

All information provided in your answers must be included and verifiable in the work experience section of your application and may be verified further by the City of Reno. Failure to provide a truthful response to all questions will be grounds for disqualification and you will not be considered further in the hiring process for this position.

By checking "Yes", you certify that you have read and agree to the statement above.

☐ Yes

☐ No

2. I have at least three years of experience performing the full range of duties and responsibilities related to crime scene investigation, evidence processing and evaluation.

☐ Yes

☐ No

- \* 3. If you answered "Yes" to the previous question, provide a list of employers where you gained your qualifying paid work experience from the work experience section of your application. Include the name of the employer, your title, the amount of time you worked in the position (full-time equivalent), the work you performed and your level of responsibility. This information must be provided in order to continue in the screening process, "See Resume" or "See Application" as a response will be grounds for disqualification.

- \* 4. I have at least two years of experience performing the full range of duties and responsibilities related to crime scene investigation, evidence processing and evaluation and have a Bachelor's Degree with major coursework in forensic science, criminal justice, chemistry, biology, or a related field.

☐ Yes

☐ No

- \* 5. If you answered "Yes" to the previous question, provide a list of employers where you gained your qualifying paid work experience from the work experience section of your application. Include the name of the employer, your title, the amount of time you worked in the position (full-time equivalent), the work you performed and your level of responsibility. This information must be provided in order to continue in the screening process, "See Resume" or "See Application" as a response will be grounds for disqualification.

- \* 6. Which of the following best describes your highest level of education attained?
- ☐ Sixty college or university units with major course work in forensic science, criminal justice, chemistry, biology, or a closely related field.
  - ☐ Associate's Degree in forensic science, criminal justice, chemistry, biology, or a closely related field.
  - ☐ Bachelor's Degree in forensic science, criminal justice, chemistry, biology, or a closely related field.
  - ☐ Master's Degree or higher in forensic science, criminal justice, chemistry, biology, or a closely related field.
  - ☐ None of these options apply to me
- \* 7. Do you have a valid Driver's License?
- ☐ Yes
  - ☐ No

\* 8. **SUPPLEMENTAL QUESTIONNAIRE**

The following Supplemental Questionnaire is part of the Civil Service test for this position and must be completed online at the time of application. Questionnaires submitted as an attachment to the online application will not be considered. In order to receive every consideration in the selection process, you must complete all questions with concise but detailed answers and provide all requested information. All responses must be verified by the applicant in the work experience section of this application. We will not score references such as "See Resume/Application" as a response.

Do you certify that all information provided in the Supplemental Questionnaire is true and correct to the best of your knowledge?

- ☐ Yes
- ☐ No

- \* 9. How many years of independent work experience do you have in latent or inked fingerprint processing?
- ☐ I do not have any experience in this area
  - ☐ Less than two years
  - ☐ At least two years but less than four years
  - ☐ At least four years or more
- \* 10. How many years of independent work experience do you have with Computer Forensics?
- ☐ I do not have any experience in this area
  - ☐ Less than two years
  - ☐ At least two years but less than four years
  - ☐ At least four years or more
11. If applicable to support your response to the previous question, provide specific details of the work you have performed. Responses such as "See Resume" or "See Application" will not be evaluated.
- \* 12. How many years of independent work experience do you have working in crime scene processing in a police investigation environment?
- ☐ I do not have any experience in this area
  - ☐ Less than two years
  - ☐ At least two years but less than four years
  - ☐ At least four years or more
13. If applicable to support your response to the previous question, provide details of the work you have performed. Responses such as "See Resume" or "See Application" will not be evaluated.

- \* 14. How many years of independent work experience do you have in receiving, securing, safeguarding and preserving of property and evidence?
- ☐ I do not have any experience in this area
  - ☐ Less than two years
  - ☐ At least two years but less than four years
  - ☐ At least four years or more
- \* 15. Select all of the following certifications you currently hold.
- ☐ Certified Crime Scene Analyst
  - ☐ Certified Senior Crime Scene Analyst
  - ☐ Certified Crime Scene Investigator
  - ☐ Certified Crime Scene Reconstructionist
  - ☐ None of these options apply to me
16. Please list any additional relevant certifications you possess which are not listed above.
- \* 17. Select all of the following supervisory functions you have performed as part of your routine responsibilities for at least one year.
- ☐ Coaching /mentoring employees
  - ☐ Directing the work of other employees
  - ☐ Disciplinary actions
  - ☐ Hiring employees
  - ☐ Participating as a "Lead" to other employees
  - ☐ Performance evaluations and reviews
  - ☐ Termination of employment
  - ☐ Training employees
  - ☐ None of these options apply to me
- \* 18. What is the highest number of personnel you have supervised?
- ☐ None
  - ☐ One to two
  - ☐ Three to four
  - ☐ More than four
- \* 19. Provide a detailed response to the following prompt. Both the content of your response and the proper use of grammar, punctuation, spelling, etc. will be evaluated. How do you personally mitigate the stress of dealing with traumatic situations?
- \* 20. The following is asked for informational purposes only and will not affect your progress in this recruitment. Do you have a National Crime Information Center (NCIC) and/or a Nevada Criminal Justice Information System (NCJIS) certification? Check all that may apply.
- ☐ Yes, I have a NCIC certification.
  - ☐ Yes, I have a NCJIS certification
  - ☐ None of these options apply to me
- \* Required Question