

BUREAU OF FORENSIC SERVICES (BFS)

ENTRY LEVEL – AGENT / CRIME SCENE ANALYST POSITION SWORN or CIVILIAN

CLOSING DATE: September 18, 2009

SALARY AND BENEFITS:

The current salary for an entry level Agent position is \$30,000 + benefits per year.

Benefits include the following:

- An attractive cafeteria-style benefits package is available, which includes employer contributions and health plans covering the employee and dependents, if needed.
- Health Insurance: 100% paid health insurance coverage for the employee by the County after a three month probationary period.
- Life Insurance: the county provides coverage of \$20,000 Term Life + \$20,000 more for an accidental death.
- Holidays: 10 days per year plus others (Governor Proclamation).
- Vacation: accrual rate will be 5 days or 40 hours during the first year of employment. The rate increases after 2 years to 10 days or 80 hours and then after 10 years to 15 days or 120 hours.
- Sick leave: accrual rate of 1 day per month or 12 days per calendar year.
- Public employees Retirement Plan: Retirement breakdown is as follows, Employee pays 7.25% and the Employer pays 11.85% for a total of 19.10% per month towards retirement.
- All employees are covered under Workers' Compensation.
- Social Security/Medicare: The County participates in these programs.
- Deferred Compensation: The County has a voluntary deferred compensation program.

GENERAL INFORMATION:

This recruitment will be used to establish a list of qualified individuals for present vacancies with the BFS.

This position is with the Bureau of Forensic Services located in Hattiesburg, Mississippi. This is a civilian position, however, if the applicant is already a sworn police officer or agent with another agency they will be able to maintain that sworn status with the new position.

JOB DESCRIPTION AND DUTIES:

The primary duty of a sworn or civilian Agent position is to investigate and process major crime scenes. The Agent will be responsible for:

- Applying scientific principles/methods to the processing/reconstruction of crime scenes.
- Identifying physical evidence at the scene.
- Documentation of the scene through proper note taking, photography, video, and sketches.
- Processing the crime scene using chemicals, alternate light source enhancement, and other methods.
- Processing various items of evidence for latent prints, footwear, and preserving those impressions through lifting and casting.
- Presumptive testing of suspected blood at the scene.
- Preservation/collection of physical evidence at the scene.
- Maintaining the chain of custody of evidence.
- Preparing detailed reports to include methods and techniques used to support any conclusions or opinions.

- Attending autopsies to photograph the deceased before and after being cleaned up and to collect post mortem fingerprints
- Providing instruction to law enforcement personnel.
- Staying current with crime scene procedures through literature, conferences, and contacting other experts in the field.
- Acting as a liaison between crime laboratories, investigators, prosecutors, and defense attorneys.
- Provide expert testimony and prepare courtroom exhibits for court.

CONDITIONS OF EMPLOYMENT:

The employee must:

- maintain a drug/alcohol free workplace in accordance with the 1988 Drug-Free Workplace Act, 44 C.F.R. Part 17, Subpart F and Department Policy;
- possess a valid state driver's license, have a good driving record, and be able to operate/drive a vehicle;
- accept being on a rotation of 24/7 callout including weekends/holidays and wear a pager or cell phone;
- be able to work with bodies of deceased persons to include those associated with traumatic deaths and those infested with insects and vermin; tolerate unpleasant odors such as those from decomposed bodies, and other body specimens that may come from diseased persons or clothing that may be infected with hazardous biological materials;
- be able to handle item such as firearms, broken glass, syringes, blood, and urine. May be required to work with caustic and flammable fluids or be exposed to toxic, carcinogenic, radioactive, or otherwise hazardous substances all while following the proper safety precautions and practices;
- submit to a computerized criminal history check, a driver history check, as well as a thorough background investigation. Adverse background data may be grounds for immediate disqualification; and
- submit to a fingerprint-based criminal record check if offered employment

Note: The duties and conditions listed above are intended only as a general illustration of the various types of work that may be encountered or performed. Specific statements of duties and conditions not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the BFS as the needs of the bureau and requirements of the job change.

MINIMUM QUALIFICATIONS:

Your application form will be reviewed to verify that you meet the minimum qualifications stated in this section. To receive credit, your application form must clearly show that you:

- are at least 18 years of age
- are U.S. Citizen
- have a bachelor's degree in a natural science such as biology, chemistry, microbiology, biochemistry, physics, and forensic science; or in a closely related field such as criminal justice; or be obtainable within one year of hire date or experience in crime scene processing.
- have a valid drivers license and good driving history
- have a clean criminal history
- have no illegal drug use within the past three (3) years, all other usage will be evaluated on an individual basis.
- have basic computer skills to include word processing applications.

Note: Official transcripts from all institutions of higher education that were used in the award of your degree must be submitted with your application. If you are within one (1) year of finishing your degree then including an updated transcript is mandatory. If faxing your application, transcripts must also be faxed at that time; original official transcripts must be received within 14 calendar days of the fax date.

Transcripts must be legible and in English. Your application will not be accepted if they are not filled out correctly, completely, and with all accompanying paperwork/transcripts. Only those applicants whose qualifications and experience most closely matches the needs of the bureau will be contacted for an interview.

PHYSICAL AND SENSORY REQUIREMENTS:

Ability to see well enough to search, document, collect and preserve evidence; Physical strength to change a tire, and to transport and use equipment such as shovels, rakes, generators, audio/video recorders and ladders weighing up to 40 lbs; manual and finger strength and dexterity sufficient to operate instruments and equipment such as a glue gun, electrostatic dust lifter, audio and video recorders, cellular phone, cameras, radios, computers and related equipment; Ability to stand for long periods of time in adverse conditions; Ability to hear a beeping alarm on equipment, (e.g., photo equipment, metal detector, pager or telephone); Ability to speak clearly to serve as expert witness in court, have face to face conversations, and to communicate on a cell phone or radio; Ability to smell well enough to detect chemical and/or strange odors.

APPLICATION PROCESS:

- **APPLICATION SUBMISSION:** Submit a completed BFS / Forrest County Application to the Bureau of Forensic Services, 118 College Drive #10044, Hattiesburg, MS 39406. Application materials may be obtained from our web site at: <http://www.forrestcountymms.us> , in person, or by contacting Human Resources at (601) 545-6003. If necessary, you may FAX to (601) 266-4480. However, the bureau is not responsible for material that is illegible or missing as a result of transmittal by FAX or which may be lost through the mail. Submit only the required materials. Reference letters or work examples should be kept for interviews. Keep a copy of your application for job interviews. **COPIES ARE NOT PROVIDED.**
- **QUALIFICATIONS APPRAISAL:** Completed application materials will be evaluated to determine those applicants best meeting the bureau's needs. Those applicants who are determined to be the most appropriately qualified will be invited to participate in the interview process.
- **ELIGIBLE LIST:** Applicants successful in the process will be placed on an eligible list for the open positions. This eligible list will be used to fill current and future vacancies. If all present positions are filled, and qualified applicants remain on the eligible list, those qualified applicants will remain on the list for one year, unless otherwise notified. Notice of rejected applications, accepted applications, interviews and interview dates will be sent by mail.
- **VETERANS PREFERENCE POINTS:** Preference points will be awarded to qualified veteran applicants, but only if they meet the minimum requirements and have a passing score in the interview process. If you are selected to participate in the interview process, appropriate documentation verifying your veteran status (i.e., DD214, Form FL-802, etc.) **MUST** be submitted on the day of the scheduled interview to receive the preference points.
- **SUPPLEMENTAL QUESTIONS:** Please print the official job announcement to obtain supplemental questions that you will need with your application. For any inquiries or questions regarding the application process or these positions, please call us at (601) 266-6034. If you have any questions about the benefits package please contact June Harrington with Human Resources at (601) 545-6018. Our preferred method of communication, once applications are received, is via e-mail, so please be sure to include a legible copy of your e-mail address on the application form for future correspondence on this recruitment.

Note: If you believe you possess a disability that would require test accommodation, please call Human Resources at (601) 545-6003. Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the United States. The BFS is an Equal Employment Opportunity employer.