

Forensic Scientist I - FEMU

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**CITY OF
TUCSON
HUMAN RESOURCES**

locations

Police Department/Crime Lab

time type

Full time

posted on

Posted 4 Days Ago

time left to apply

End Date: January 16, 2025 (22 days left to apply)

job requisition id

JR-1000932

POSITION DUTIES AND QUALIFICATIONS

SUMMARY OF DUTIES:

Performs scientific analysis of physical evidence, prepares written reports and provides expert testimony. Other duties include quality assurance, maintenance and utilization of scientific instrumentation.

DUTIES AND RESPONSIBILITIES:*

Position Summary

The Forensic Scientist I position at the City of Tucson's Police Department is an entry level position in an accredited Forensic Crime Laboratory, which specializes in the digital forensics discipline within the Forensic Electronic Media Unit (FEMU). This position performs routine examinations of forensic evidence, prepares technical reports, and provides expert witness testimony in court and in pre-trial conferences.

This position works under the supervision of a Crime Lab Coordinator. This position does not supervise.

Duties and Responsibilities

- Completes extensive training and competency testing in mobile device extraction, computer imaging and forensic preview, mobile device analysis, computer analysis, and digital video recovery. Remains current on scientific advancements and discipline specific topics in the field of digital forensics through review of technical publications, presentations, and training in order to apply appropriate methodologies and procedures. Maintains compliance with laboratory accreditation standards by participating in annual external proficiency testing in each discipline performed to the full extent in which they participate in casework, attending trainings, and continuing education relevant to digital forensic.
- Authors written reports and bench notes, documenting all aspects of the casework examinations completed to include their results, conclusions, and opinions. Conducts forensic examination, extraction, and acquisition of electronic devices including computers, mobile devices, various video recorders, and other digital data storage media, disassembling as needed. Utilizes software and hardware-based forensic tools to extract, preserve, and present evidence for further investigations or examination. Validates, verifies, documents, reports, and testifies to the acquisition and extraction methodologies used and their conclusions. Utilizes forensic analysis methodologies and procedures to analyze a wide variety of digital evidence. Validates, verifies, documents, reports, and testifies to the forensic analysis of mobile and computer forensic cases related to artifacts pertinent to a criminal or civil investigation and their conclusions. Previews and triages items of digital evidence to assist in determining its relevance to a current investigation or for the purpose of an examination. Responds to field locations where a search warrant has been served and evidence has been seized. Reviews evidence items of immediate interest and provides assistance to field personnel in the preservation of a wide variety of digital evidence. Assists the Electronic Storage Device (ESD) Detection K9 team with searching for evidence and recording findings at the scene of search warrants.

- Performs technical and administrative reviews of laboratory reports for quality assurance compliance for accreditation. Participates in internal audits by providing materials and objective evidence to auditors in a witnessing or interviewee capacity. Performs standard maintenance and quality assurance checks on equipment, making sure all applicable software is current and up to date. Maintains the necessary inventory to ensure the operability of the lab and its ability to conduct day-to-day operations.
- Provides customer service to the department, other outside law enforcement and criminal justice agencies, and members of the public. Gathers data from various information systems to respond to requests for information, provide solutions to problems, and to correct errors. Provides Crime Laboratory tours and training for commissioned and professional personnel, educational institutions, and the public.
- Provides expert courtroom testimony, trial preparation interviews, defense interviews, and prepares exhibits for courtroom use, testifying at various levels including Federal Court, Superior Court, City Court, Juvenile Court, civil trials, evidentiary hearings, and grand juries.
- Performs other duties as assigned.

Working Conditions

Examiners may be subject to callout/field response for time-sensitive or priority investigations.

This classification works in a full-service Crime Laboratory, accredited in accordance with ANAB Forensic Testing: ISO/IEC 17025: /AR 3125: Standards and Federal Bureau of Investigation (FBI) Quality Assurance Standards (QAS) for Forensic DNA Testing Laboratories.

** All duties, responsibilities listed are subject to change.*

MINIMUM REQUIRED QUALIFICATIONS:

Education:

Bachelor's degree

Work Experience:

No experience

License:

Any combination of relevant education and experience may be substituted on a year-for-year basis.

ADDITIONAL MINIMUM REQUIRED QUALIFICATIONS:

Education:

Bachelor's degree

Work Experience:

-No experience

License/Certifications:

Languages:

PREFERRED QUALIFICATIONS:

Demonstrated experience as a Forensic Scientist in a laboratory actively engaged in the forensic sciences and testifying in court as an expert witness.

Demonstrated experience as an intern or volunteer in an internationally accredited laboratory.

Demonstrated experience with Information Technology (IT) related job duties.

Demonstrated experience with digital forensics software/hardware

Currently holds any or all of the following certifications:

Cellebrite Certified Operator (CCO)

Cellebrite Certified Physical Analyst (CCPA)

Cellebrite Advanced Smartphone Analysis (CASA)

Global Information Assurance Certification (GIAC) Advanced Smartphone Forensics Certification (GASF)

Global Information Assurance Certification (GIAC) Certified Forensic Examiner (GCFE)

Exterro AccessData Certified Examiner (ACE)

Magnet Certified Video Examiner (MCVE)

ADDITIONAL POSITION INFORMATION:

Position Title:

Criminalist

To view the full job profile including classification specifications and physical demands click [here](#).

Department Name:

Police Department

Department Link:

<https://www.tucsonaz.gov/Departments/Police>

Recruiter Name:

Randy Esslinger (50607)

Recruiter Email:

tpd_hr@tucsonaz.gov

FTE%:

100

FLSA:

Exempt

Position Type:

Regular

COMPENSATION & BENEFITS

Full Hourly Range: \$26.57 - 45.84 USD

The Full Hourly Range reflects the City of Tucson's pay range at the time of posting. The City of Tucson considers several factors when extending an offer, including but not limited to, the role and associated responsibilities, a candidate's work experience, education/training, key skills, and internal equity.

The City of Tucson offers a generous benefits package for benefit-eligible positions. The comprehensive, flexible, and affordable coverage is designed to optimize health and well-being, security and future, and peace of mind. Benefits begin with medical, dental, vision, life, disability, and FSA coverage, surpassing your standard 401(k) program by offering a rich pension plan plus optional Roth and pretax deferred compensation savings.

With your well-being in mind, our paid time off program provides new hires with 38 paid days off in the first year of employment, with time off increasing steadily in subsequent years. We offer twelve weeks of paid parental leave, paid tuition reimbursement, student loan repayment, off- and on-the-job training, and opportunities to forge connections with peers and the community through employee resource groups and paid volunteer hours.

You can learn more about our benefits at <https://www.tucsonaz.gov/Departments/Human-Resources/Employee-Benefit-Snapshot>.

POSTING INFORMATION

Posting Close Date:

Applicants must submit their completed application by 01-15-2025 at 11:59 p.m. MST

APPLICATION INSTRUCTIONS

Please see the special application instructions below and follow the directions for applying to this position.

Special Instructions:

IMPORTANT NOTICE: The minimum qualification of a Bachelor's degree is a requirement for this position. The Bachelor's degree must be in a related field. For this position, substituting experience for education is not permitted.

Applicants are **REQUIRED** to upload a resume to their application. Applicants are encouraged to upload a copy of their diploma or transcript to verify their degree in a related field.

The recruitment process will include an application and resume review, a screening panel interview (tentatively scheduled for the week of January 27, 2025), and a hiring interview (tentatively scheduled for the week of February 10, 2025). You will be advised via email of your status in the process after each stage.

This position may be grant funded. In accordance with Civil Service Rules, Section 5 - Employment in Grant Funded Positions, any person employed by the City, who on initial entry into City employment under any type of appointment in a position specifically designated as funded in whole or in part through a grant from a public or private source, shall be informed in writing by the Director at the time of appointment, and the person shall acknowledge in writing, that the provisions have been read and understood that employment will cease at the termination of the grant regardless of the status of the employee and without regard to length of service. Persons so terminated are not entitled to any right of appeal. A grant funded employee may, subject to other provisions provided for by these rules, be transferred, promoted or demoted into a non-grant funded position and become subject to the provisions of the Civil Service Rules and Regulations governing other city employment. Permanent classified employees who have previously completed a probationary period in a non-grant funded position and are serving in a grant funded position are exempt from the requirements of this section. Employees paid through an annually recurring funding source as defined in Rule I, Section 3, are covered by the layoff provisions found in Rule VIII, Section 2.

The candidate selected for hire must successfully pass the following:

- * An extensive background investigation, including local, state, and national criminal fingerprint checks
- *Pre-employment Medical and Drug Screening

The candidate selected for hire must also provide a DNA sample for the staff database.

Terminal Operator Certification Level B – Arizona Criminal Justice Information System (ACJIS) must be obtained within six (6) months of hire and must be maintained throughout employment in this position.

Physical and lifting abilities/requirements are determined by position and are included in the position description.

Background Check: This position has been designated to require a criminal background check.

CITY OF TUCSON IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER and does not discriminate based on race, color, religion, sex (including sexual orientation, gender identity, and pregnancy), national origin, veteran status, age, disability, genetic testing, or any other protected status. If you believe you have been a victim of discrimination, you

may file a complaint with the City of Tucson's Office of Equal Opportunity Programs, U.S. Equal Employment Opportunity Commission (EEOC) or Arizona Attorney General's Office of the Civil Rights Division (ACRD). [Click for more information from ACRD about employment discrimination and how to file a complaint with ACRD](#)

The City of Tucson employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services.

The City of Tucson is committed to providing access and reasonable accommodation for individuals with disabilities or who require religious accommodation; please contact Human Resources at EmployeeLeaves@tucsonaz.gov or 520-791-2619.

City of Tucson is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer.

Questions? If you need assistance applying for any position, please contact recruitment@tucsonaz.gov or 520-791-4241.

tpd_hr@tucsonaz.gov