



COUNTY OF KAUA'I
 Department of Human Resources
 4444 Rice Street, Suite 140
 Lihue, Kauai, HI 96766

<http://www.kauai.gov/HumanResources>

**INVITES APPLICATIONS FOR THE POSITION OF:
 Criminalist I (SR-20)**

An Equal Opportunity Employer

SALARY

\$4,079.00 - \$4,079.00 Monthly \$48,948.00 - \$48,948.00 Annually

OPENING DATE: 08/29/18

CLOSING DATE: 09/07/18

THE POSITION

Please note that this recruitment will close at 4:30 p.m. HST on September 7, 2018

Recruitment No.: 1819-061 Intra Departmental; 1819-062 Inter Departmental; 1819-063 Open Competitive

Intra: Limited to civil service employees in the Kauai Police Department

Inter: Limited to civil service employees of the County of Kauai

Open: Includes all interested individuals including members of the general public

Eligible lists may be used for temporary and permanent vacancies for the class of work during the life of the eligible list. Temporary appointments may lead to conversion to permanent employment.

DUTIES SUMMARY

Performs a variety of standard physical, chemical, instrumental and microscopic analyses of evidence in connection with crime detection and law enforcement work; assists with more complex investigations and studies, and with assigned phases of research projects; and performs other related duties as required.

MINIMUM QUALIFICATION REQUIREMENTS

Applicants must meet all the requirements for the position they are seeking as of the filing date of their application, unless otherwise specified.

Please note that unless specifically indicated, the required education and experience may not be gained concurrently. Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position.

Note: Calculation of experience is based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve months of experience at 20 hours per week is equivalent to six months of experience. In addition, hours worked in excess of 40 hours per week will not be credited. Example: Twelve months of experience at 60 hours per week is equivalent to one year, not one and one-half years.

Training and Experience: A combination of education and experience substantially equivalent to graduation from an accredited college or university with a baccalaureate degree in chemistry or a related field, and one year of laboratory work experience involving a variety of chemical analyses.

License Requirement: Possession of a valid motor vehicle operator's license (Hawaii Type 3 or equivalent).

Knowledge of: the principles of general, inorganic and analytical chemistry; the methods and techniques of chemical laboratory analysis, laboratory procedures and practices; general principles, techniques and terminology used in physical and chemical diagnoses of substances; common drugs, poisons and narcotics; uses and care of laboratory instruments and equipment.

Ability to: conduct standard chemical and microscopic examinations, use standard laboratory instruments and equipment; analyze and interpret results of examinations and comparisons; learn to analyze a variety of substances including blood, blood stains, human exudates and excretion, drugs and narcotics; learn to process latent prints; learn to take casts of impressions at the scene of a crime; learn to conduct ballistic tests; keep records and prepare reports of laboratory procedures, observations and findings; explain results of tests, understand and carry out oral and written instructions.

Health and Physical Condition Requirements: Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

ADDITIONAL JOB INFORMATION Required Forms and Documentation:

1. Evidence of education (degree or transcript). A legible photo copy of an official transcript will be accepted. DHR reserves the right to request for an official copy.
2. Copy of a valid motor vehicle operator's license (Hawaii Type 3 or equivalent)

Note: Transcripts downloaded from the internet are not acceptable. Copy of your education degree or transcripts and driver's license must be submitted in order to be given credit. Copies will not be returned. Mail or drop off: Department of Human Resources, 4444 Rice Street, Suite 140, Lihue, HI 96766 or email at hrrecruitment@kauai.gov within **7 calendar days** from filing this application. Office hours are Monday through Friday (except holidays) from 7:45 a.m. to 4:30 p.m.

Examination: The examination will consist of a training and experience evaluation based on the applicant's education and experience as presented in the application. **Be certain to list all pertinent training and experience, as this may be important in determining your examination score. It is essential that the applicant describe fully the duties and responsibilities of each position held, specify the date of each position held (from and to, month and year), and indicate the number of hours worked per week.**

For further information about Equal Employment Opportunity, the Merit Civil Service System, Citizenship and other requirements, Reasonable Accommodation, Veterans Preference, Examination Requirements, and the Internal Complaint and Merit Appeals Board Processes please visit our website at www.kauai.gov.

NOTE: Persons selected for employment will be required to pass a suitability background investigation which may include, but not limited to, an oral interview, reference check, drug screening, pre-employment medical exam, psychological assessment, polygraph test, as applicable to the position to their employment.

PLEASE APPLY ONLINE AT:
<http://www.kauai.gov/HumanResources>

EXAM #1819-061-062-063
CRIMINALIST I (SR-20)
ET

FOR ASSISTANCE, PLEASE CONTACT OUR OFFICE AT:
4444 Rice Street, Suite 140,
Lihue, Kauai, HI 96766

Criminalist I (SR-20) Supplemental Questionnaire

- * 1. **REQUIRED SUPPLEMENTAL QUESTIONS.** The information provided to these Supplemental Questions will be used in combination with your application to determine whether you meet the qualification requirements and/or your final score. Failure to provide detailed and complete information may result in your application being rejected or you receiving a lower score. Please do not submit a resume in place of completing the Supplemental Questions. In general, proof of education obtained from and/or submitted through the internet will not be accepted. Education obtained outside the United States must be comparable to education earned at an accredited school in the United States. We also reserve the right to request further information about your academic program, evidence of comparability, or an original transcript. Any information you submit may be verified. Supporting documents must be submitted within seven (7) days of the filing of your application.

When applying for this position, I understand that I must thoroughly complete the Education and Work Experience Sections of my application and the Supplemental Questions. This includes a detailed description of each position that I feel qualifies me for the job I am seeking. I have read the above statement and understand that failure to provide sufficient detailed information may result in my application being rejected or my receiving a lower examination score. I also understand that I may not submit resumes in lieu of filling out the application or answering the Supplemental Questions. However, I may attach a resume to the application to provide additional information.

I acknowledge I have read and understood the above information.

- * 2. **Applicants must meet all the requirements for the position they are seeking as of the filing date of their application, unless otherwise specified.** Please note that unless specifically indicated, the required education and experience may not be gained concurrently. Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Note: Calculation of experience is based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve months of experience at 20 hours per week is equivalent to six months of experience. In addition, hours worked in excess of 40 hours per week will not be credited. Example: Twelve months of experience at 60 hours per week is equivalent to one year, not one and one-half years.

I acknowledge I have read and understood the above information.

- * 3. **CITIZENSHIP.** You must be a citizen, national or permanent resident alien of the United States or a non-citizen eligible under federal law for **unrestricted** employment. The requirements for Citizenship must be met at the time of hire. Please note to be eligible for employment consideration, applicants must meet all public employment requirements, including citizenship/work authorization requirement. Our public employment law (Section

78-1 (c) of the Hawai'i Revised Statutes) states in pertinent part: "All persons seeking employment with the government of the State or in the service of any county shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States, (emphasis added) and shall become residents of the State within thirty days after beginning their employment and as condition of eligibility for continued employment." For example: F-1 status and H1-B status have restrictions placed on the authorization to work in the United States. In addition, we do not accept employer sponsorship requests for employment.

I acknowledge I have read and understood the above information.

- * 4. **EDUCATION.** Do you possess a combination of education and experience substantially equivalent to graduation from an accredited college or university with a baccalaureate degree in chemistry or a related field? **NOTE: TO BE GIVEN CREDIT YOU MUST SUBMIT A COPY**
- Yes
 No
- * 5. **EXPERIENCE.** Do you possess one (1) year of laboratory work experience involving a variety of chemical analysis? **NOTE:** Calculation of experience is based on full-time, 40-hour work weeks. Part-time experience must be pro-rated.
- Yes
 No
- * 6. Please describe the experience you would like us to consider. Be sure that your work experiences listed address ALL of the following items:
1. Name of your employer;
 2. Your job title;
 3. Dates employed in this position (from/to, month/year);
 4. Average hours worked per week performing **laboratory work which involved a variety of chemical analysis;**
 5. Name and title of immediate supervisor;
 6. Description of your duties and responsibilities pertaining to your **laboratory work experience involving chemical analysis.**
- * 7. **DRIVER'S LICENSE.** Do you possess a valid motor vehicle operator's license (Hawaii Type 3 or equivalent)? **NOTE: TO BE GIVEN CREDIT YOU MUST SUBMIT A COPY**
- Yes
 No
- * 8. **EMPLOYMENT STATUS.** Are you currently a civil service employee in the County of Kauai?
- Yes
 No
- * 9. **AVAILABILITY.** Are you willing to accept a temporary position?
- Yes
 No
- * 10. Supporting documents as described in the job posting (Required Documentation) must be on file or received within seven (7) calendars days with the Department of Human Resources (DHR) to complete your application. If you previously submitted documentation with **no expiration date** you may call or visit our office to verify that we have these documents on file. **NOTE: A valid driver's license needs to be verified with every new application submitted that requires a driver's license.** Mail, e-mail or drop off: Department of Human Resources, 4444 Rice Street, Suite 140, Lihue, HI 96766, hrrecruitment@kauai.gov within 7 calendar days from filing this application. Please select from one of the following statements below:
- Supporting documents are attached.
 Supporting documents are forthcoming and will be mailed or dropped off to: Department of Human Resources, 4444 Rice Street, Suite 140, Lihue, HI 96766.
 Not applicable.
- * Required Question