



**CITY of OMAHA HUMAN RESOURCES DEPARTMENT  
TIM YOUNG, DIRECTOR**

**Posted: September 10, 2018** This exam is **OPEN COMPETITIVE** for:

## **FORENSIC TRAINEE**

**Application**

**Deadline:**

**September 24, 2018**

**Education and Experience Requirement:**

(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.) Bachelor's Degree

**Special Qualifications:**

Must possess a valid motor vehicle operator's license. Must be available to work flexible hours, weekends, holidays, and overtime. Must obtain a Class "B" permit issued by the Nebraska State Department of Health and Human Services to administer breath alcohol concentration tests. Must demonstrate ability to obtain Level I Crime Scene Certification from the International Association for Identification (IAI) within two years of employment.

**Who Can Apply:**

Any person who meets the qualifications as set forth in the posting.

**How To Apply:**

Completed City of Omaha employment applications must be submitted using the on-line application from the City website. It is the sole responsibility of the applicant to check and ensure that any and all required application materials and supplemental forms are received by the City of Omaha Human Resources Department by the stated deadline. You may confirm receipt of any materials and forms by contacting the Human Resources Department. If the materials are not received in the Human Resources Department by the stated deadline, they will not be considered. There will be no exceptions to this rule.

**Contact Points:**

City of Omaha, Human Resources Department, 1819 Farnam, St., Suite 506, Omaha, NE 68183  
Phone: (402) 444-5300 Fax: (402) 444-5317 Web: [www.cityofomaha.org](http://www.cityofomaha.org) Email: [peremploy@cityofomaha.org](mailto:peremploy@cityofomaha.org)

**Required Forms:**

On-line Application: including Applicant's Authorization to Release Information, Equal Employment Opportunities Form (Record Keeping Only), Driver's License Form, and ADA notice.

**Examination Information:**

The multiple choice examination will be held on October 3, 2018 at the Omaha/Douglas Civic Center, 1819 Farnam Street, 7<sup>th</sup> floor, room 702. Candidates will be scheduled for the multiple choice examination once their application has been received, reviewed by a recruiter and accepted to test for the position. The multiple choice examination (passing score 65%) will consist primarily of multiple choice questions designed to measure skill in reading comprehension, attention to detail, basic mathematics, report writing, grammar and critical reasoning. **Candidates will need to bring a calculator to the examination.** Due to test integrity cell phones will not be allowed in the test, if you bring your cell phone you will be required to leave it up at the front table. Final eligibility list will be the multiple choice examination weighted 100%.

**Salary Range:**

\$19.07 to \$23.33 Hourly

**Benefits:**

Forty-hour work week; twelve days of paid vacation per year for the first five years, sick leave, and twelve paid holidays. The City offers an employee group health insurance which includes major medical for individual or Family plan; Cash Pension Program, plus Social Security. See our website at [www.cityofomaha.org](http://www.cityofomaha.org) (under the Benefits) for detailed information.

**Veteran's Points:**

To claim five (5) points for Veteran's preference, you must submit proof of service (such as a DD-214) that includes date of induction, date of honorable separation, and Social Security number. (You must have completed more than 180 consecutive days of active duty.) To receive an additional five (5) points credit for disability, you must submit proof of eligibility from Veterans Administration dated within the last 12 months. This information must be submitted by 10/3/18.

**Nature of Work:**

This is trainee work in the field of criminal identification. Work involves receiving on-the-job training regarding all tasks performed by Forensic Investigations and performing less complex, repetitive tasks, as well as testifying in court regarding evidence gathering. Instruction and supervision are received from the shift supervisor or designee.

**Knowledge, Skills, and Abilities:**

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks. Ability to learn the Henry Fingerprint Classification System. Ability to learn the techniques of operation for the Automated Fingerprint Identification System (AFIS) and the Next Generation Identification (NGI). Ability to learn and apply methodical and comprehensive crime scene documentation and evidence preservation techniques. Ability to learn and follow the policies and procedures of Forensic Investigations and the Omaha Police Department. Ability to learn to work effectively with the Douglas County Courts, Federal Courts and other local area Courts as needed regarding case work, trial preparation and testimony. Ability to learn to work effectively with other law enforcement or public safety agencies as the situation dictates. Ability to learn and apply safe handling techniques for hazardous materials and biohazard substances. Ability to develop skill in the use of various still and video cameras. Ability to develop skill in taking and classifying fingerprints. Ability to develop and demonstrate competence in friction ridge development and identification techniques. For a complete listing of knowledge, skills and abilities please see the job classification.

**Conditions of Employment**

Candidates must provide proof of U.S. citizenship or proof of permanent residence or authorization to work. The City of Omaha reserves the right to conduct criminal history, driving record, reference and credit checks and a background investigation on applicants for employment. Successfully passing a criminal background review, reference check, and if applicable, a credit check, is required as a condition of employment. If applicable, the City will require that you successfully pass a review of the driver's license, driving abstract, a pre-employment drug test, a hearing test and a back screening examination as a condition of employment. Failure to provide the information requested in the application process in a truthful, accurate and complete manner may result in disqualification, revocation of conditional employment or termination. **APPLICANTS REQUIRING AN ACCOMMODATION FOR THE EXAMINATION BECAUSE OF A DISABILITY SHOULD ADVISE THE HUMAN RESOURCES DEPARTMENT AT THE TIME OF APPLICATION OR AT LEAST 48 HOURS PRIOR TO THE EXAMINATION BY EMAILING [peremploy@cityofomaha.org](mailto:peremploy@cityofomaha.org).**

**FOR A COMPLETE DESCRIPTION OF THE JOB CLASSIFICATION GO TO THE CITY OF OMAHA WEBSITE [www.cityofomaha.org](http://www.cityofomaha.org).**

**EOE**