

Crime Scene Investigator (Police Department)

Posting Details

Applicant View of Posting

Posting Number	2592P
Position Title	Crime Scene Investigator (Police Department)
Department	Police
Job Code	03017
FLSA Status	Non-Exempt
Union Code/Affiliation	Unrepresented
Division	INVESTIGATIVE OPERATIONS SUPPORT

Job Description Summary Conduct evidence and analysis work involving the detection, collection, identification and analysis of evidence gathered during the investigation of criminal acts. Provide support to CID personnel via investigative follow-up activities, technical support, database research and maintenance, as well as providing exceptional customer service through communication with crime victims, businesses, and citizens.

Essential Job Functions

- Conduct crime scene investigations to recognize, search for, collect and preserve all types of evidence. Record or visualize physical or trace evidence. Collect, photograph and preserve fingerprints and other body prints.
- Operate digital film, video and other camera and/or recording equipment used to properly document a crime scene.
- Document activities in a records management system resulting in collection, retention and court testimony of evidence related to crimes occurring in Columbia.
- Prepare detailed records, reports and accompanying evidence for court presentation and crime scene reconstruction.
- Serve as recognized court expert in the presentation and verification of collected evidence.

Ancillary Job Functions

- Prepare detailed records, reports and accompanying evidence for court presentation and crime scene reconstruction.
- Serve as recognized court expert in the presentation and verification of collected evidence.
- Perform other related duties as assigned.

Education and Experience - An equivalent combination of education, training and experience will be considered

- Bachelor's degree in Forensic Evidence, Criminal Justice, Natural Science or related field required.
- One year experience in criminal investigation preferred.
- Must maintain a valid driver's license.

Knowledge, Skills and Abilities which may be representative, but not all-inclusive of those commonly associated with this position

- Knowledge of cameras, fingerprint kits, computer programs and other equipment used in gathering evidence at a crime scene.
- Keen attention to detail in order to analyze and collect appropriate evidence.
- Must be able to wear a respirator and/or self-contained breathing apparatus (SCBA).
- Outstanding written and oral communication as well as interpersonal skills to communicate crime scene reports for use in courtroom testimony and in-house reports.
- Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously.
- Ability to use good judgment and think quickly and rationally in difficult or stressful situations.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job

- Typically works in general office conditions. Exposed to moderate noise levels.
- Exposed to varying, inclement outdoor weather conditions and potentially hazardous bodily fluids while investigating crime scenes.
- May occasionally work in confined spaces and in hazardous traffic conditions.

Physical Abilities that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

- Required to reach and hold on to items at chest level or reach above the shoulder.
- Required to use close vision and be able to focus.
- Regularly required to talk, hear, grasp, push, stand, walk, stoop and climb; frequently required to drive and move to/from sitting position on the floor.
- Must be able to have repetitive wrist, hand and/or finger movement to type and work on computer.
- Must have finger dexterity and hand-eye coordination to collect detailed evidence and work on computer, telephone, and related office equipment.
- Must be able to regularly lift up to 10 pounds; will occasionally lift up to 75 pounds.
- Regular attendance is a necessary and essential function.

Hours/Days

40 hrs per week, schedule to be set during hiring process

Supervision Exercised

None.

Starting Salary

\$41,683 - \$53,102 annual. \$20.04 - \$25.03 hourly, plus shift differential of \$.75 per hour for all hours worked from 6 pm - 6 am. Minimum to midpoint, contingent on education training and experience.

Pay Grade

C5

Number of Positions Available

1

Deadline to Apply

03/16/2022

Open Until Filled

No

Special Instructions to Applicants

40 hours per week, schedule will be discussed during interview process

Notice to Applicants

Individuals needing accommodation to apply may call 573.874.7235

TTY: 711 (MO RELAY)

THE CITY OF COLUMBIA IS A MERIT, AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER: MALE / FEMALE

THE CITY OF COLUMBIA REQUIRES PRE-EMPLOYMENT DRUG TESTING

The City of Columbia participates in the federal [E-Verify work authorization program](#)

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * Do you have a valid Missouri Driver's License?

- Yes
- No

2. * Do you have a Bachelor's degree?

- Yes
- No

3. * How did you hear about this job?

- Newspaper - Boone County Journal
- Newspaper - Columbia Daily Tribune
- Newspaper - Jefferson City News Tribune
- Newspaper - Kansas City Times
- Newspaper - St. Louis Post Dispatch
- Newspaper - The Employment Guide
- Website - City of Columbia
- Website - Careers in Government
- Website - Greathires.com
- Cable Channel
- City Employee
- Internal Job Posting
- Missouri Municipal League
- Walk-In
- Zip Recruiter
- Indeed.com
- Social Media
- Other (Please explain)

4. * If you answered "Other (Please explain)", please enter how you learned about this job below.
(Open Ended Question)

Applicant Documents

Required Documents

1. Resume

Optional Documents

1. Cover Letter
2. Transcripts
3. Letter of Recommendation 1
4. Professional Certifications
5. DD-214