



## EMPLOYMENT OPPORTUNITIES

**Job Title: Police Crime Scene Specialist**

**Closing Date: Open Until Filled**

***DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.***

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Job Number: 24-509

Job Type: Full-Time Regular

Department: Gila River Police Department

City: Sacaton, AZ

Locations: 639 W. Seed Farm Road

Area of Interest: Public Safety

Salary/ Hourly Rate: \$20.25 - \$25.65 Hourly

Tribal Driving Permit Required: Yes

**\*Written Testing Required\***

### DISTINGUISHING FEATURES OF THE CLASS:

The Police Crime Scene Specialist is responsible for preserving the chain of custody and security of hazardous/non-hazardous evidence received from law enforcement personnel. Releases, documents and issues evidence for the purpose of performing laboratory tests or providing testimony in court.

### ESSENTIAL FUNCTIONS:

- Identifies, collects, examines, interprets, classifies, preserves, and presents evidence from crime scenes, such as biological evidence, latent fingerprints, tire prints, firearms, shoe prints, tool marks, and other physical evidence.
- Processes evidence in the field or workstation using special powders, chemical solutions, forensic light source, and various cameras, lenses, and filters to develop and preserve evidence.
- Reports to crime scenes as directed and completes required procedures including, but not limited to, photography, collection and identification of evidence under the direction of the detective personnel.
- Releases evidentiary items to authorized law enforcement personnel.
- Prepares detailed reports of scenes that have been processed and any involvement during the investigation.
- Responds to call-outs; testifies in court as required by subpoena.
- Attends meetings and training sessions in order to remain updated on job specific issues.
- Perform other related duties as assigned.

### REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Considerable knowledge of applicable federal, state, and tribal laws, codes, and regulations.
- Knowledge of police procedures for impounding and safekeeping of property.
- Knowledge of computers and software desired.
- Working knowledge of firearms operation.
- Basic knowledge of modern photographic techniques and equipment, including video.
- Ability to understand and follow handling, retrieval and disposal procedures carefully.

- Ability to implement storage, security and accounting procedures for items of a sensitive nature and/or valuable impounded property.
- Ability to work independently in absence of supervisor.
- Ability to display discretion and integrity in the performance of duties.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to work irregular hours, holidays, weekends, and call-outs.
- Ability to bend, stretch, stoop, reach, and climb (stairs or stepladders).
- Ability to establish and maintain effective working relationships with other employees, Community Officials and the general public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.

**REQUIRED EDUCATION/EXPERIENCE:**

- Associate’s degree from an accredited college or university in Criminalistics, Forensics, Chemistry, or a closely related field and one (1) year experience in the care, custody, and control of evidence items or experience in a law enforcement environment; Or
- High School diploma or GED and three (3) years’ experience in the care, custody, and control of evidence items or experience in a law enforcement environment.

**ADDITIONAL REQUIREMENTS:**

Must be at least twenty-one (21) years of age.

Required to pass a background check and fingerprint clearance as a condition of employment and must continue to maintain throughout duration of employment.

Required to obtain a Tribal Driving permit. Valid state driver’s license with **a current** proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application.**

Non-Supervisory, Hourly Position  
Reports to Chief of Police or designee

**BENEFITS INFORMATION:**

- Medical – EPO or PPO Self-Funded Plan utilizing Blue Cross Blue Shield of Arizona Network
- Prescription Program
- Dental – Plan is provided through CIGNA with no deductible for preventive services or \$50 (individual)/\$150 (family) deductible for basic and major services
- Vision – plan benefits are provided through SightCare of Arizona and carry a \$10 co-pay for exams, zero co-pay
- Life and AD&D – We offer voluntary or supplemental life insurance for Employee & Dependents through METLIFE Group Insurance. GRIC pays the full cost for your Basic Life and AD&D.

**Other Voluntary Benefits –**

- Flexible Spending Account (FSA)
- Short Term Disability
- Long Term Disability
- Employee Assistance Program
- 12 Paid Holidays
- Vacation Leave
- Sick Leave

Preference in filling vacancies is given to qualified Indian candidates in accordance with the *Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)*. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

**If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.**

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

**HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.**

Visit our GRIC website and apply online: [www.gilariver.org](http://www.gilariver.org)