



HAYS COUNTY JOB POSTING

Job Title	Criminalist	Job Number	202200179
Department Head	Sheriff's Office	Date Open	October 1 st , 2022
Salary Range Minimum	\$4,011.16 - \$6,016.74 Monthly	Application Deadline	Until Filled

**In order to be considered for this job a completed Hays County Sheriff's Office Application form must be submitted to
Hays County Sheriff's Office**

Find Hays County Employment Applications at:

- Pre-printed forms at the Hays County Sheriff's office
- Request PDF forms from sandra.galvan@co.hays.tx.us via email

Education and/or Experience

- High School Diploma or GED
- Bachelor's degree in natural or forensic science, or related field, preferred
- One year in crime scene related activities, preferred
- Two to three years of work experience in a police evidence room or other law enforcement work, preferred
- Three to five years experience in Evidence/Property Room Management, preferred
- Three to five years experience Forensic Photographer, preferred
- Three to five years experience with death and sexual assault crime scene processing, preferred

Other Qualifications, Certificates, Licenses, Registrations

- Current Class C Texas Driver's License
- Expert Witness, preferred

Required Skills

- General knowledge of principles, practices, and procedures of recordkeeping and evidence/property management
- General knowledge of the processing, storage and disposal of evidence
- General knowledge of various fingerprint processing techniques
- Skill in effective verbal and written communication
- Ability to resolve, Evidence and Property problems or situations requiring the exercise of good judgment
- Ability to establish and maintain good working relationships with other county employees, outside agencies, and the public
- Ability to properly document a crime scene
- Ability to analyze, collect, process, preserve and transport evidence without compromise
- Ability to deploy proper methods and techniques for evidence recovery

Responsibilities

- Prepare, collect, document, process, maintain and dispose of evidence in accordance with Texas Code of Criminal Procedure and/or ordered directive
- Prepare reports and other written documentation as needed
- Provide internal and external customer service
- Testify in court as a witness as required
- Develop evidence/property statistics and reports
- Research, locate, and return property to appropriate owner/custodian using established procedures
- Research, update, and modify law enforcement database information appropriately
- Preserve, collect and record impressions, including tool marks, footprints, tire marks, bite marks, and fingerprints
- Available to respond after normal work hours to any active crime scene when requested

Summary

Under general supervision, responds as directed to potential crime scenes following standardized principles, practices, and procedures to include but not limited to collecting, storing, recording, documenting, processing and/or releasing evidence/property. The work environment will be indoors as well as outdoors. The employee will act as a point of contact for citizens, officers, and attorneys. This position must have a strong work ethic, superior organizational skills, must follow directions, meet deadlines, have good attendance, be punctual, be reliable, be motivated, have initiative, have honesty, have integrity, be free from moral turpitude, and have a proper attitude. Employee must be available to communicate with others at all times.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.