



CITY OF HOUSTON
Department of Human Resources
611 Walker
Houston, TX 77002
(713) 837-9302

<http://www.houstontx.gov/jobs>

**INVITES APPLICATIONS FOR THE POSITION OF:
CRIMINALIST/ANALYTICAL**

An Equal Opportunity Employer

SALARY

\$1,512.00 - \$2,421.00 Biweekly \$39,312.00 - \$62,946.00 Annually

OPENING DATE: 08/26/09

CLOSING DATE: Continuous

THE POSITION

PN# 06908

HOUSTON POLICE
CRIME LABORATORY
N/A
1200 TRAVIS, 26TH FLOOR*
MONDAY – FRIDAY, 8:00 A.M. – 4:00 P.M.*
*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Receive training for blood and urine as to its alcohol contents. Participate in competency proficiency testing and receive certification. Receive training for Texas DPS Breath testing to become certified Technical Supervisor. Perform maintenance on intoxilizers. Secure and maintain care custody of intoxilizer maintenance records as per established guidelines. Download the records from computer for Texas DPS as needed. Participate in Texas DPS Quality Assurance audit program. Comply with discovery orders. Participate in laboratory projects and complete tasks as assigned by the supervisor. Observe and participate in training for police cadets about intoxilizers and blood and urine alcohol training in performing basic maintenance, calibrate quality control for on site intoxilizers. Properly maintain the records. Prepare sectional standard operation procedures for accreditation. Provide technical assistance to police officers, assist district attorneys, other law enforcement agencies, and civic groups. Provide testimony ALR hearings and at District/County Court.

WORKING CONDITIONS

The position requires stooping, bending and/or lifting of items of up to 30 (thirty) pounds with occasional periods of walking on rough surfaces.

MINIMUM REQUIREMENTS

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelors' degree in Chemistry, Criminalistics, Biology, Physics or a related field with a minimum of 30 (thirty) hours of Chemistry. Transcripts required.

MINIMUM EXPERIENCE REQUIREMENTS

No experience is required at entry level.

MINIMUM LICENSE REQUIREMENTS

Must have a valid Texas Class "C" driver's license and be in compliance with the City of Houston's policy on driving. (AP 2-2).

PREFERENCES

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None.

GENERAL INFORMATION SELECTION/SKILLS TESTS REQUIRED

None.

SAFETY IMPACT POSITION YES

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications, pay rates of other employees in this classification and experience in an accredited crime lab.

Pay Grade 20

APPLICATION PROCEDURES

Only online applications will be accepted for this City of Houston job and must be received by the Human Resources Department during posting opening and closing dates shown. Applications must be submitted online at: www.houstontx.gov.

For application status inquiries or special accommodations, please call (713) 308-9000. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471.

All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

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APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.houstontx.gov/jobs>

OR

611 Walker,
Houston, TX 77002

EXAM #06908
CRIMINALIST/ANALYTICAL
SR

CRIMINALIST/ANALYTICAL Supplemental Questionnaire

* 1. Do you have a valid driver's license?

Yes

No

* 2. Do you have a Bachelors' degree in Chemistry, Criminalistics, Biology, Physics or a related field with a minimum of 30 (thirty) hours of Chemistry.

Yes

No

* 3. Are you now or have you ever been on any form of parole, probation, or deferred adjudication?

Yes - less than 10 years ago

Yes - more than 10 years ago

No