FLORIDA DEPARTMENT OF LAW ENFORCEMENT  
CRIME LABORATORY ANALYST  
QUESTIONED DOCUMENTS  

DEADLINE FOR APPLYING IS JUNE 18, 2013

To be considered as a potential applicant, you must meet the minimum requirements listed below. Degrees must be from an accredited college or university as recognized by the U.S. Department of Education. An applicant will be considered a trainee unless they have relevant forensic experience and an assessment by FDLE is satisfactorily completed. The Questioned Documents Section is located in the Pensacola Regional Operations Center.

“TRANSCRIPTS MUST STATE THAT THE DEGREE HAS BEEN AWARDED. TRANSCRIPTS FROM ALL UNIVERSITIES ATTENDED MUST BE PROVIDED.”

Minimum Qualifications: (1) A Bachelor’s or advanced degree in physical, biological or forensic science from an accredited college or university with completion of at least 20 credit hours in physical or biological science related coursework graded at a “C” or better, or (2) a non-science degree with the completion of at least 12 credit hours in physical or biological science related coursework graded at a “C” or better and a minimum of two (2) years professional experience in an accredited forensic laboratory. (3) Professional experience in an accredited forensic laboratory or institution in the Questioned Documents discipline may substitute on a year-for-year basis for the required college education.

To be considered for this position you must submit your application to Connie Brown at: ConnieBrown@fdle.state.fl.us or via fax 850 410-7903, Attn: Connie Brown. An official transcript is needed to confirm your qualifications for this position. Please mail transcripts to: Florida Department of Law Enforcement, Attention: Connie Brown, Office of Human Resources, Suite B1097A, P. O. Box 1489, Tallahassee FL 32302-1489. Applicants that are substituting experience for the education must notify Connie Brown via email in order to be considered. Your application will be processed after all materials are received.

Annual Salary: $40,948.18 (Trainee Phase I - $36,853.44; Trainee Phase II - $38,900.68)

Duties: Analysts in the Questioned Documents Section conduct independent, complex and detailed analyses of evidence regarding the:

- Identification of handwriting, hand printing and signatures
- Identification of a document as genuine or non-genuine
- Classification and/or identification of typewriters, checkwriters, photocopy and facsimile machines
- Detection of alterations, additions, deletions, or substitutions
- Decipherment of obliterations and erasures
- Recovery of indented writing
- Comparisons and/or identification of inks and the type of writing instrument
- Identification of rubberstamp impressions
- Comparison and/or identification of paper
- Recovery of damaged documents
- Classification and/or identification of printed material
Knowledge, Skills and Abilities: Knowledge of the terminology, principles and analytical techniques used in the analysis of physical evidence as it applies to the forensic laboratory; knowledge of the correct procedures for providing expert testimony in court; knowledge of the procedures for packaging, handling and preserving evidence; knowledge of what constitutes physical evidence; knowledge of the scientific method of conducting research; skill in the use of scientific laboratory equipment; skill in calibrating and maintaining laboratory equipment; ability to conduct forensic science experiments, analyze results, formulate conclusions and present findings verbally and in writing; ability to give sworn testimony as an expert witness in court; ability to plan, organize and coordinate work assignments; ability to establish and maintain effective working relationships with others; ability to successfully pass color perception and form discrimination tests.

Notes: Applicants being considered for employment with FDLE will be required to submit to drug testing and a background investigation, which includes a financial credit check. Starting salary will be at the minimum of the class pay range unless otherwise dictated by FDLE’s pay policy guidelines. The elements of the selection process may include a work sample and/or oral interview. All Crime Laboratory Analyst applicants will be considered Trainees and hired at a salary set below minimum until they have completed an FDLE Crime Laboratory Analyst Training Program. Trainees will be required to sign an FDLE employment agreement and commit to employment with FDLE during training and for 3 years after completing training. A financial penalty may be imposed for failure to complete the employment agreement. This position is classified as Special Risk retirement, which provides members a greater retirement credit accrual rate and requires fewer years of service to reach full retirement benefits than is required for non-Special Risk members. Future vacancies may be filled from this position advertisement.

REMINDEERS:

1. Male applicants born on or after October 1, 1962, will not be eligible for hire or promotion unless they are registered with the Selective Services System (SSS) before their 26th birthday, or have a Letter of Registration Exemption from the SSS. For more information, please visit the SSS website: http://www.sss.gov/.

2. If you are a retiree of the Florida Retirement System (FRS), please check with the FRS on how your current benefits will be affected if you are re-employed with the State of Florida. Your current retirement benefits may be cancelled or suspended depending upon the date of your retirement.

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.

Applicants requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority. Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation.

The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

Pursuant to Chapter 295, Florida Statutes, eligible veterans and spouses of veterans will receive preference in employment and are encouraged to apply. For applicants claiming Veterans’ Preference, please attach supporting documentation that includes character of service (for example, DD form 214 Member Copy #4) when you apply for a vacancy.