

City of Stockton

Established:	06/10/08
Resolution:	CC08-0214
Spec Adopted:	8/1/08
CS Status:	Unclassified
Unit:	Not applicable
FLSA Status:	Non-Exempt

EVIDENCE TECHNICIAN INTERN
(Part-time)

DEFINITION

Under direction, provides basic technical and administrative assistance to City staff as part of the City of Stockton's Internship Program (COSIP). Assignments involve research, basic analysis, conducting studies, and assisting with the preparation of presentations and reports in order to provide hands-on experience related to academic field of study. Performs other duties as assigned.

CLASS CHARACTERISTICS

Under close supervision, incumbents perform basic work related to the collection, processing, and preservation of crime scene evidence while learning City policies and procedures and specific techniques related to crime scene investigation. As experience is gained, assignments become more diversified and are performed under more general supervision. Students accepted into COSIP must meet the requirements and comply with the conditions set forth in the related Internship Agreement and Memorandum of Understanding. Upon completion of graduation requirements with a minimum 3.0 Grade Point Average (GPA), completion of one year or more of continuous service, and successfully passing an examination, interns in this program will have an opportunity to compete for regular, full-time employment related to their field of academic study. Internship positions will end 120 days after completion of graduation requirements.

PRINCIPAL DUTIES (Illustrative only)

1. Performs routine support duties related to the collection, processing, and preservation of crime scene evidence.
2. Assists in the recording, analysis, and preservation of crime scene evidence.
3. Assists in the operation and maintenance of equipment for lab, photographic and field use.
4. Utilizes digital equipment to obtain photographs for various City functions and events as needed.
5. Utilizes computer applications to assist with department projects and performs general office support duties, including basic typing and record keeping.

MINIMUM QUALIFICATIONS

Education/Experience:

Current enrollment or accepted for enrollment as a degree seeking student in an accredited higher education institution with major coursework in Criminal Justice, Forensics or a closely related field. Students must be in good academic standing with the educational institute and enrolled in a minimum of six (6) semester or nine (9) quarter units with a minimum 3.0 GPA.

Other Requirements:

- Students must maintain a minimum 3.0 GPA for continued employment.
- Internships are valid for one (1) academic year and must be renewed each year.
- Students must meet COSIP requirements to compete for regular, full-time employment after graduation.
- Specified positions may require a California Class C driver's license.

Knowledge of:

- Basic use of word processing and personal computers;
- Internet and e-mail;
- Basic principles of photographic equipment usage.

Skill in:

- Operating photographic and laboratory equipment in an effective manner;
- Preparing clear, concise, and accurate reports, correspondence, and other written materials;
- Providing attention to detail.

APPROVED:

Original signed by

DIANNA R. GARCIA
DIRECTOR OF HUMAN RESOURCES

DATE: August 1, 2008