



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **CRIME SCENE SPECIALIST**  
Grade: 11

---

*The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.*

### **GENERAL DESCRIPTION**

Performs moderately complex (journey-level) crime scene investigations through the collection and analysis of evidence from crime scenes in order to help identify the perpetrator. Work involves seizure, storage and documentation of evidence; photograph items, collect fingerprints and basic samples, transport evidence, prepare written reports and present courtroom testimony.

### **EXAMPLES OF WORK PERFORMED**

Collects evidence at crime scenes; process crime scenes for latent prints, photograph items; package, process, and transport physical evidence

Maintain accurate and complete records of all seized evidence

Performs physical analysis examinations in the identification and comparison of evidence

Perform field investigations at crime scenes and other pertinent locations to collect and/or preserve evidence subject to laboratory analysis and comparison

Reconstruct situation and physical evidence of crimes in the demonstration and proof of the connection of persons, instruments, or materials with the crime

Testify concerning scientific facts as established in the analysis of evidence

Study new techniques and procedures in the field of crime scene investigations

Cooperate with other law enforcement agencies in crime scene investigations and related areas

Performs other related duties as assigned

### **EDUCATION AND EXPERIENCE**

Graduation from an accredited four (4) year college or university with a major in criminal justice, science or related field

One (1) year of experience in crime scene investigation, crime laboratory, law enforcement or related field

---

Two (2) years of related experience may be substituted for one (1) year of education

## **CERTIFICATES, LICENSES AND REGISTRATION**

Qualified to testify as an expert witness regarding crime scene investigation and evidence collection in District, State, or Federal Court

Preferred: Crime Scene Analyst Certification

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

## **KNOWLEDGE, SKILLS AND ABILITIES**

Comprehensive knowledge of strategic and administrative crime analysis

In-depth knowledge of specialty photography and processing

Knowledge of friction ridge identification and latent print comparison

Advanced knowledge of fingerprint classification and filing systems

Proficiency in the identification and interpretation of bloodstain evidence

Knowledgeable in the use of the alternate light source for crime scene searches for latent prints and other trace evidence

Knowledge in arson investigation, firearms identification, narcotics identification and presumptive testing

Ability to work independently to complete duties and essential functions of the position

Ability to understand and carry out complex oral and written instructions is required

Ability to maintain comprehensive, accurate, and organized records

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations