

Forensic Investigator 1

Announcement Details

Exam Announcement Details

Exam Title	Forensic Investigator 1
Exam Number	4A44-20110222-OC-00
Salary	\$36,991 - \$40,594 per year - New employees may be appointed at any step in the pay range depending on qualifications.
Competition	Open-Competitive
Department	
Announcement Date	02/22/2011
Close Date	03/11/2011
General Definition	This is intermediate level field and related office work conducting investigations of deaths under the jurisdiction of the Medical Examiner. Work involves a considerable amount of contact with other governmental agencies and the public and the exercise of discretion and tact in locating relatives of the deceased in the conduct of investigations of deaths under sudden, violent or suspicious circumstances. The nature of the work is such that any employee in this class is required to work on a rotating shift basis. Employees work under the supervisory review of a higher level investigator in which assignments expand in complexity and scope as employees gain experience. Employees are frequently exposed to undesirable situations and occasional heavy physical effort in the investigation of cases.
Union Code	M. AFSCME D.C.33
FLSA Code	Non-Exempt

Minimum Requirements

Minimum Training, Education & Experience	The following statement represents the minimum training and experience standards which will be used to admit or reject applicants for tests. Candidates must meet requirements within 30 days after the last date for filing applications. <ol style="list-style-type: none"> 1. EDUCATION: Education equivalent to completion of the twelfth school grade; AND 2. GENERAL EXPERIENCE: Two years of experience in field investigatory work; AND 3. SPECIFIC EXPERIENCE: One year of field investigatory work in the investigation of sudden or unusual deaths. NOTE: Education at an accredited college or university may be substituted for the general experience requirement on a year for year basis.
Physical & Medical Requirements	Ability to physically perform the duties and to work in the environmental conditions required of a position in this class.
Required Licenses & Certifications	Possession of a valid proper class motor vehicle operator's license as issued by the Commonwealth of Pennsylvania prior to appointment.
Other Requirements	Transcripts should be sent to: City of Philadelphia Office of Human Resources 1401 J.F. Kennedy Boulevard, Room 1640 Philadelphia, PA 19102 Attention: Tierra Thompson If you have already submitted a transcript for any City of Philadelphia civil service examination on or after July 14, 2008, you do not have to submit another transcript.

Equivalency Statement(s) Any equivalent combination of education and experience which shall have been determined to be acceptable by the Office of Human Resources.

Application Details

Application Procedures

As a condition of employment with the City, any person offered employment shall be required to certify that such person either is fully current on any and all debts, taxes, fees, judgments, claims, and other accounts and obligations due and owing to the City; or has voluntarily entered into a payment agreement with the City. For so long as the person is employed by the City, the amount of the payment as set forth in the payment agreement (not to exceed, for any pay period, twenty percent (20%) of the person's gross pay for such period, without the person's consent) shall be withheld from each paycheck until such payment agreement is fully satisfied.

Such person shall also be required to certify as a condition of employment that he or she is fully current on any and all debts, taxes, fees, judgments, claims, and other accounts and obligations due and owing to the Philadelphia Gas Works (PGW) or has voluntarily entered into a payment agreement with PGW.

Failure to enter into a payment agreement shall result in the cancellation of the appointment and removal from the certification. The name of the eligible candidate will be returned to the eligible list.

Only an on-line application will be accepted for this exam. Paper applications will not be accepted.

Computers are available at the Employment Application Center on the Concourse Level of the Municipal Services Building, 1401 J. F. Kennedy Boulevard in Center City Philadelphia, Monday through Friday, 12:00 PM (Noon) to 4:00 PM, and at your local Philadelphia Free Library branch. ALL Applications must be received by March 11, 2011.

Notes to Applicants

ELIGIBLE LIST

OPEN-COMPETITIVE. Only an open competitive eligible list will be established as a result of this examination. Permanent City employees will receive no promotional preference in this examination.

Candidates who pass the exam and are placed on the civil service list will be retained on the list for a minimum of one year and a maximum of two years after the establishment of the Eligible List.

RESIDENCY REQUIREMENT: Philadelphia residency is not required at the time of application. Once hired, employees have six months to move into the City of Philadelphia.

PREFERENCE FOR PHILADELPHIA RESIDENTS: Candidates who have maintained a bona fide residence in Philadelphia for at least one year prior to the date of the civil service examination shall have priority over all other persons receiving an identical test score.

U.S. VETERAN'S PREFERENCE

Ten points for veteran's preference will be added to the scores of eligible veterans who apply for open competitive tests and pass the examination. You must be honorably discharged from the U.S. armed forces. Attach a DD214, member 4, to your application if you wish your eligibility to be reviewed. Spouses of disabled or deceased veterans may also be considered.

LEGACY PREFERENCE

The children of Philadelphia Firefighters or Police Officers who were killed or died in the line of duty shall be accorded a preference in open competitive civil service entrance examinations. Candidates who qualify for this preference and who take and pass open competitive civil service examinations shall have ten points added to their final score. The candidate must successfully pass all parts of the examination before points are awarded.

Projected Exam Date

PROJECTED EXAMINATION SCHEDULE

This examination will be tentatively scheduled for the week of June 6, 2011. Please note that this examination date is subject to change.

A Published List of Candidates and/or an Eligible List is planned for the week of June 20, 2011. Please note that this date may change.

An Eligible List may be established simultaneously with the Published List of Candidates (when an immediate need to hire exists) or upon first certification request by the hiring authority.

Test Review

In accordance with Civil Service Regulation 9.091B, candidates will have 30 days after the results have been mailed to review their test and to file appeals to the key answers. Call 215-686-0880 if you wish to schedule a Test Review.

Assigned to

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Parts & Weights

Part

Written Examination

Weight 100%

Posting Specific Questions

Required fields are indicated with an asterisk (*).

Applicant Documents

Required Documents

Optional Documents

1. Resume
2. Transcripts
3. DD-214