Forensic Technician 2

Announcement Details

Exam Announcement Details

Exam Title	Forensic Technician 2
Exam Number	4A42-20111003-OC-00
Salary	$36,186 - $39,657 per year (New employees may be appointed at any step in the pay range depending on qualifications.)
Competition	Open-Competitive
Department	
Announcement Date	11/14/2011
Close Date	11/25/2011
General Definition	This is technical forensic work serving as a lead worker in the processing and dissection of bodies for post mortem examination under the expertise of a pathologist. Employees in this class review the work of lower level technicians to ensure proper performance and provide instruction in appropriate methods, techniques and procedures. Work requires moderate physical effort and unfavorable conditions as the employee is exposed to contaminated and decomposed cadavers. Work is performed under the supervision of a pathologist and a higher-level forensic technician.
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. 1. EDUCATION: Equivalent to the completion of the twelfth school grade; AND 2. GENERAL EXPERIENCE: One year of experience under professional supervision in the dissection of human bodies. AND 3. SPECIFIC EXPERIENCE: Two years of the above mentioned experience at the full performance level.
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 and during tenure of employment as a Forensic Technician 2.
Other Requirements	
Equivalency Statement(s)	Any equivalent combination of education and experience determined to be acceptable by the Office of Human Resources that has included the specific experience described above.

Application Details

Application Procedures	**Amendment to Closing Date.**

Candidates who applied when this examination was originally announced on October 3, 2011 should not re-apply.

The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to faqpchr@phila.gov. For more information go to: www.phila.gov/humanrelations

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 November 25, 2011.

Your application will be rejected and you will be disqualified from competing in this examination if you:

1) Do not provide your complete and accurate social security number.
2) Attempt to practice fraud or deception in the preparation of this application.

If you provide an email address, all correspondence regarding this examination will be sent to you by e-mail only.

Please note: It is your responsibility to notify the Office of Human Resources if you change your contact information. Changes made to your account after an application has been submitted will not be updated on your application. Please call the Office of Human Resources at 215-686-0880 or email hrhelpdesk@phila.gov to have these changes applied to specific applications. Failure to do so may result in notifications not reaching you.

Notes to Applicants

ELIGIBLE LIST
Both open competitive and promotional examinations have been announced concurrently.

Departmental and interdepartmental promotional eligible lists of permanent City employees and an open competitive eligible list will be established as a result of these examinations. The appointing authority may make an appointment from either one of the promotional lists until these lists are exhausted and, thereafter, may appoint from the open competitive list.

Permanent City employees will receive no promotional preference in the open competitive examination. If you have permanent civil service status with the City of Philadelphia, and are eligible to compete in promotional examinations, you should not apply for this examination. You should apply for the promotional examination for this class announced concurrently on the same date. The examination number for the promotional examination is 4A42-20111003-PR-00.

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.

To receive such preference, candidates must respond to the question regarding residence when they

appear to take the examination and to the supplemental question regarding residence later in this form.

If candidates are required to appear to compete in an examination, the response on that day will be used to determine eligibility for preference for residents.
If the examination is a training and experience evaluation, the response on this application will be used to determine eligibility for preference for residents.
If an applicant does not respond to the appropriate residence question, it will be assumed that the applicant does not qualify for residence preference. Eligibility for residence preference must be determined by the date of the test administration. No requests for residence preference will be granted after the test administration.

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

Applicants will be evaluated and scored based upon their training and experience credentials. Applicants will not be asked to appear to take a scheduled examination.

A Published List of Candidates and/or an Eligible List is planned for the week of January 2, 2012. 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 9.091D, candidates may review their answer sheets and other test papers to determine if they have been scored correctly or if there has been an irregularity in the administration of the examination. Candidates will have 30 days after the results have been mailed to review their test. Call 215 686-0880 if you wish to schedule a test review.

Assigned to Tierra Thompson

Parts & Weights

Part	Training and Experience Evaluation
Weight	100%

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * The location that you are applying from is:
   - Free Library
   - Recreation Center
   - Home/Work/School/Mobile device
   - Application Center- (Municipal Services Bldg.)
   - Other

Applicant Documents

Required Documents

Optional Documents

1. Resume
2. DD-214