



COUNTY OF LOS ANGELES  
SHERIFF'S DEPARTMENT  
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 770-2479

Posting Date: August 03, 2007

<b>JOB TITLE</b>	<b><u>FORENSIC DOCUMENTS EXAMINER</u></b>
<b>EXAM NUMBER</b>	J2752C
<b>FILING DATES</b>	August 06, 2007 until needs are met
<b>SALARY</b>	\$6,368.91 - \$7,912.18 <b>MONTHLY</b> \$6,559.91 - \$8,149.45 (Effective January 1, 2008) \$6,756.82 - \$8,393.82 (Effective January 1, 2009)
<b>POSITION INFORMATION</b>	Positions allocable to this class perform a wide range of handwriting and questioned document examinations and analysis requiring the application of specialized technical knowledge and provide technical supervision and direction thereof to detectives and investigators in the Sheriff's Department, District Attorney's Office and other law enforcement agencies.
<b>ESSENTIAL JOB FUNCTIONS</b>	<p>Eliminates and/or identifies authors of questioned handwriting, and/or hand printed documents by comparing the details and elements of the writing on the document in question with known handwriting specimens (ex: threats, embezzlements, extortion notes, letters, checks, legal documents, maps, lists, signatures).</p> <p>Examines mechanical impressions that are present in questioned documents and compares them to exemplar documents and/or exemplar devices to determine the identity of the mechanism used to create the mechanical impression ( ex: rubber stamps, printers, typewriters, photocopiers, dry seals).</p> <p>Examines various elements of questioned documents including printing processes, visualization and sequencing of latent writing and indentation(s) on documents, paper, ink, fraudulent alterations, page substitutions, erasures, as well as the source, date and likely generation of photocopies. This is done via such things as comparing dates of manufacture with dates appearing on the document, spectral analysis of ink, comparing questioned documents with exemplar documents and using oblique lighting.</p> <p>Deciphers and/or reconstructs/restores altered and illegible documents through the use of photography, computer-assisted image enhancement, and the use of various light sources and filters (ex: charred, torn, shredded, eradicated, faded, bleached and chemically "washed" samples).</p> <p>Arrives at conclusions and prepares reports which document findings.</p> <p>Testifies in court as an expert witness and prepares court exhibits, if appropriate.</p> <p>Maintains reference files for items such as typewriters, printing processes, inks, pens, pencils, papers and other related elements of forensic document examination.</p>

Sheriff's Department: Address: 101 Centre Plaza Drive, Monterey Park, CA 91754  
24-Hour Job Line: (800)970-LIST; TTY Phone: (323) 260-5291

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

## SELECTION REQUIREMENTS

Operates and maintains laboratory equipment and apparatus.

Successful completion of a recognized, full-time questioned document training program or its equivalent\* - AND - Three years paid experience in questioned document examination in connection with criminal investigations.

**Physical Class: 2 - Light:**

Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**Licenses:** A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Special Requirement Information:** \*To qualify, applicants **must** attach a photocopy of the questioned document training program or its equivalent confirming completion of the training program with the application at the time of filing.

A recognized training program generally requires two or more years of concentrated and documented study under the direction of an experienced document examiner(s). The documentation of a successfully completed program would include records of the syllabus of topics covered, practical exercises, the number and types of cases examined, and competency tests. Recognized training programs are usually administered in government crime laboratories\*\*, examples are listed below:

Federal (e.g., Federal Bureau Of Investigation, United States Secret Service, Internal Revenue Service, etc.)

State (e.g., California Department of Justice, Colorado Bureau of Investigation, Arizona Department Of Public Safety, etc.)

County and City (e.g., San Diego Sheriff; Suffolk County, New York; Honolulu Police Department, etc.)

\*\*There are a few private laboratories with training programs that are equivalent to those of government laboratories. Training received in a private laboratory must also be a documented, full-time course of study and will be considered on an individual basis.

**Recognized professional organizations for Forensic Document Examiners are listed below:**

American Academy of Forensic Sciences, Questioned Document Section

American Society of Questioned Document Examiners

Mid-Atlantic Association of Forensic Scientist

Mid-Western Association of Forensic Scientist

Southeastern Association of Forensic Document Examiners

Southwestern Association of Forensic Document Examiners

**SPECIAL  
INFORMATION**

**Shift:** Any Shift  
SUCCESSFUL CANDIDATES MUST COMPLETE A THOROUGH BACKGROUND INVESTIGATION, INCLUDING A FINGERPRINT SEARCH. Examples of disqualifying factors include: Any felony convictions; job related misdemeanor convictions; certain serious traffic convictions or patterns of traffic violations (3 moving violations in one year; failure to appear; at fault accidents; suspended license; driving under the influence); poor credit history; substance abuse; anyone on probation.

**Appointees must be willing to work any shift, including evenings, nights, weekends, and holidays.**

**VACANCY  
INFORMATION**

The eligible register resulting from this examination will be used to fill vacancies at the Los Angeles County Sheriff's Department, Technical Services Division, Scientific Services Bureau.

**EXAMINATION  
CONTENT**

This examination will consist of an interview covering training, experience, personal fitness, and general ability to perform the duties of the position weighted 100%.

**CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.**

**ELIGIBILITY  
INFORMATION**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the promulgation date.

**NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.**

**\*\*\* IMPORTANT INFORMATION \*\*\***

**APPLICATION  
INFORMATION**

Applications must be submitted on business days **ONLY** either in person or by mail beginning on **Monday, August 6, 2007** between 8:00 a.m. and 4:30 p.m. at the address listed below. Applications filed at any other County location will not be accepted if they are not received at the below location. Facsimiles of the application will not be accepted. **THIS EXAMINATION WILL REMAIN OPEN UNTIL THE NEEDS OF THE SERVICE ARE MET, AND IS SUBJECT TO CLOSURE AT ANYTIME.**

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Of particular interest will be the breadth and length of experience in the areas covered under "Selection Requirements". Please be sure your application shows complete information, including dates for education and jobs held which relate to this position. In the space provided for education include the names and addresses of schools/colleges attended, titles of courses completed, dates completed and number of credits/units earned, degree(s) earned, dates completed and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed and salary earned. Attach an additional page(s) to your application, if necessary, to describe fully your related education and experience. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

**Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:**

Sheriff's Department  
University Centre Building, Professional Examinations Unit

Sheriff's Department: Address: 101 Centre Plaza Drive, Monterey Park, CA 91754  
24-Hour Job Line: (800)970-LIST; TTY Phone: (323) 260-5291

101 Centre Plaza Drive  
Monterey Park, CA 91754  
(323) 526-5611

**DISABILITY  
ACCOMMODATIONS**

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (323) 526-5671.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (323) 526-5671. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (323) 260-5291 or (323) 267-6669. The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL  
OPPORTUNITY  
EMPLOYER**

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT  
COMPLIANCE**

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**VETERAN'S  
CREDIT**

**VETERANS' PREFERENCE CREDIT** of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

**EMPLOYMENT  
ELIGIBILITY  
INFORMATION**

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**RECORD OF  
CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**SOCIAL SECURITY  
ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.