

Division: Trace Evidence

Position Type: Unclassified (At-Will), Full-Time, Exempt, Benefits-Eligible

Position Location: Topeka, Kansas

Compensation: \$76,960.00 Annually

The Kansas Bureau of Investigation is accepting applications to fill a **Forensic Scientist IV-Supervisor** position in the **Trace Evidence Section**. The KBI has recently moved into a new state-of-the-art forensic laboratory with a considerable investment into a trace evidence section with new instrumentation. The KBI is looking for a trained scientist to expand services to law enforcement in the trace evidence field of testing and manage this new program.

PRIMARY DUTIES

Supervise trace evidence scientists, train new scientists, perform instrument and method validations, develop policies and methods to meet accreditation criteria, perform trace evidence examinations, report results and testify in court as an expert in the field.

ADDITIONAL DUTIES

Additional duties and responsibilities may be added to the position description at any time. The position description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

MINIMUM REQUIREMENT(S)

Bachelor of Science in a chemical, physical, biological or forensic science and a fully trained and qualified trace evidence examiner with 3 years of experience in one of the following areas of testing: Primer Gunshot Residue, Paint, Fiber, Glass, Explosives, Fire Debris or Physical Fit.

PREFERRED REQUIREMENT(S)

Master's degree in a chemical, physical, biological or forensic science. Experience in managing staff or programs in a laboratory setting. Work experience in an accredited forensic science laboratory. Work experience in two or more of the areas of testing.

OTHER REQUIREMENTS

- As a condition of employment, candidate(s) are subject to a pre-employment process to include a polygraph examination, fingerprint based records check, and comprehensive background investigation, including reference check of past and present employers. The pre-employment process will be waived for current KBI personnel who have previously completed the screening requirements

HOW TO APPLY

The application process has **5 REQUIRED STEPS**.

STEP 1: Register by completing the online Personal Data Form at <https://admin.ks.gov/services/state-employment-center/sec-home/state-employment/register-personal-data>

(Skip this step if you already have an Applicant ID number or State ID.)

STEP 2: Each applicant applying for a State of Kansas job vacancy must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue website at <http://www.ksrevenue.org/taxclearance.html>. If you need assistance with the tax clearance, please contact 785-296-3199.

A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days.

STEP 3: Complete the official State of Kansas Employment Application form at <https://admin.ks.gov/services/state-employment-center/sec-home/state-employment/apply>

STEP 4: Submit your **online application** to *Kansas Bureau of Investigation (KBI)*.

STEP 5: Submit resume, cover letter, all post-secondary education transcripts (legible copies of are acceptable) and Kansas Tax Clearance Certificate (**required documents**) via email to KBIEmployment@KBI.STATE.KS.US or postal mail to:

Kansas Bureau of Investigation
ATTN: Human Resources
1620 SW Tyler
Topeka, KS 66612

Required Documents:

- State of Kansas Employment Application form
- Resume, Cover Letter
- Current Kansas Tax Clearance Certificate
- Postsecondary academic transcripts (legible copies are acceptable)

KANSAS TAX CLEARANCE CERTIFICATE REQUIRED: Each applicant applying for a State of Kansas job vacancy must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>. A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. **All applicants, including current state employees, are responsible for submitting a valid certificate with all other application materials to the hiring agency.** This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199.

Recruiter Contact Information:

Name: Julie Kampsen Phone: 785-296-8200
Email: KBIEmployment@KBI.STATE.KS.US Fax: 785-296-2011

What To Expect Next:

After your application is evaluated and ranked, you may be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome after the selection process is complete. You may call or email the recruiter contact listed to inquire about your application.

Veterans Preference' Eligible (VPE):

Former military personnel or their spouse that have been verified as a "veteran" under K.S.A. 73-201 will receive an interview if they meet the competency factors of the position, including any preferred selection criteria established in accordance with K.A.R. 1-6-3. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified

candidate as determined by the hiring manager. See jobs.ks.gov for additional Veterans' Preference Information.

Individuals with disabilities are encouraged to contact the agency recruiter if reasonable accommodations are needed for any part of the application or hiring process.

The Kansas Bureau of Investigation is an Equal Opportunity Employer