



City of Scottsdale

Police Forensic Scientist - I/II/III - Toxicology and Controlled Substances

SALARY	\$76,544.00 - \$103,438.40 Annually	LOCATION	AZ 85257, AZ
JOB TYPE	Full-Time Regular	JOB NUMBER	FY2526-00026
DIVISION	Public Safety	DEPARTMENT	OFFICE OF THE POLICE CHIEF
OPENING DATE	07/11/2025	CLOSING DATE	8/1/2025 11:59 PM Arizona

Introduction



Performs professional level work involved in the examination, identification and evaluation of physical evidence in the investigation of crimes.

Please refer to the Minimum Qualification section of this posting to identify the different requirements for each specific level. Successful candidates will be identified for the specific level of Forensic Scientist based upon the qualifications listed on the application.

Anticipated salary may be up to mid-point depending on candidate's experience and internal equity.

The hiring ranges for the specific levels are as follows:

- Forensic Scientist I: \$69,409.60 - \$81,577.60 (mid-point)
- Forensic Scientist II: \$76,544.00 - \$89,939.20 (mid-point)
- Forensic Scientist III: \$87,796.80 - \$103,708.80 (mid-point)

Minimum Qualifications

Minimum Qualifications:

NOTE: Transcripts MUST be submitted with the application to be considered for this recruitment. PLEASE REVIEW THE SPECIFIC CLASSES LISTED IN THE MINIMUM QUALIFICATIONS BELOW AND HIGHLIGHT THE REQUIRED COURSEWORK.

Education and Experience

- **Forensic Scientist I:** (full salary range - \$69,409.60 - \$93,787.20)
 - Bachelor's Degree in chemistry, or related physical science or natural science, with a minimum of 20 semester hours in chemistry related subjects from an accredited educational institution.
 - An equivalent combination of education and job-related experience may substitute for the educational requirements on a year-for-year basis.
- **Forensic Scientist II:** (full salary range - \$76,544.00 - \$103,438.40)
 - A Bachelor's Degree in Chemistry, or related physical or natural science, with a minimum of 20 semester hours in chemistry related coursework from an accredited educational institution.
 - Four years of experience as a forensics examiner in a crime laboratory.
 - Must have a working expertise in one forensic discipline.
 - An equivalent combination of education and job related experience may substitute for the educational requirements on a year-for-year basis.
- **Forensic Scientist III:** (full salary range - \$87,796.80 - \$119,683.20)
 - A Bachelor's Degree in a physical or natural science, with a minimum of 20 semester hours of chemistry related coursework from an accredited educational institution.
 - Eight years of experience as a forensics examiner in a crime laboratory.
 - Must have a working expertise in one forensic discipline.
 - An equivalent combination of education and job related experience may substitute for the educational requirements on a year-for-year basis.
- **Equivalency Statement:**
 - Any equivalent combination of education and/or job-related experience that meets the minimum qualifications may be substituted.

Licensing, Certifications and Other Requirements

- Preference for experience in Controlled Substances and/or Toxicology.
- Must possess and maintain a valid, unrestricted driver's license with no major citations within the past 39 months prior to the start date. The Arizona Department of Motor Vehicles requires that out-of-state driver's licenses must be surrendered within 10 days of relocating to the State of Arizona.
- Every person employed by the City of Scottsdale shall reside in the State of Arizona during his or her active employment by the City, regardless of whether the employee is approved to remote work.

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

Essential Functions

Performs duties and responsibilities commensurate with assigned functional area which may include, but are not limited to, any combination of the following:

Forensic Scientist I

- Examines, identifies, interprets, and evaluates suspected evidence which may include narcotics, dangerous drugs, toxicology, serology, DNA, trace, firearms, and latent print processing information.
- Provides general scientific information as requested.
- Compares analytical findings with known standards. Discusses laboratory test results with other lab professionals, officers and attorneys.
- Provides expert testimony in court.
- Comprehends and follows detailed, highly technical oral and written instructions to prepare clear, concise, comprehensive reports and records. Prepares and presents detailed reports.
- Distinguishes the full range of color spectrum to perform forensic examinations.

Forensic Scientist II

- Examines, identifies, interprets and evaluates suspected evidence which includes narcotics, dangerous drugs and toxicology, serology, DNA, trace, firearms, latent print processing and comparison, AFIS entry and searches and arson samples.
- Provides general scientific information as requested.
- Compares analytical findings with known standards. Discusses laboratory test results with other lab professionals, officers and attorneys.
- Provides expert testimony in court.
- Comprehends and follows detailed, highly technical, oral and written instructions to prepare clear, concise, comprehensive reports and records. Prepares and presents detailed reports.
- Prioritize own casework load.
- Distinguishes visually the full range of the color spectrum to perform forensic examinations.

Forensic Scientist III

- May Serve as the discipline technical leader. Technical leader duties include development and maintenance of discipline procedure and training manuals, oversight of training of new personnel, quality assurance, validation and development of new procedures and technical troubleshooting. The technical leader must regularly review their assigned laboratory discipline specific work product and must be available for consultation. The technical leader will propose new or modified methods and document their approval of all validation and current methods utilized by their assigned discipline. The technical leader is responsible for the technical problem solving and oversees training and quality assurance for the discipline. With consultation from the section manager, quality assurance manager / laboratory director, the technical leader has the authority to suspend and resume analytical operations for that discipline and recommend suspension of work for an individual working within that discipline. The technical leader will be involved in implementing corrective actions to ensure findings resulting from an audit have been appropriately resolved.
- Provides general scientific information as requested.
- Compares analytical findings with known standards. Discusses laboratory test results with other lab professionals, officers and attorneys.
- Discusses laboratory test results with other lab professionals, officers and attorneys.
- Provides expert testimony in court.
- Comprehends and follows detailed, highly technical, oral and written instructions to prepare clear, concise, comprehensive reports and records. Prepares and presents detailed reports.
- Prioritizes own casework load.
- Inspects and evaluates equipment, objects, information, and work-related conditions to determine compliance with prescribed operating and safety standards, regulations, and guidelines including manufacturer's specifications on computerized scientific equipment and national laboratory accreditation standards.
- Conducts research and analyzes data to perform scientific examinations.
- Distinguishes visually the full range of the color spectrum to perform forensic examinations.

Work Environment/Physical Demands

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position or that an employee encounters while

performing the essential functions of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Work with chemicals and other hazardous materials using specialized non-routine, protective equipment to perform laboratory analyses.
- Use specialized protective equipment to perform laboratory analyses.
- May be exposed to fumes or dust, bodily fluids, toxic or caustic chemicals or materials that transmit infectious disease (e.g., AIDS, Hepatitis B) are corrosive, carcinogenic or explosive.
- Safely work with various chemicals and powders.
- Work is performed in a City office environment, laboratory and in the field.
- Lift and move materials weighing up to 30 pounds.
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy, and fax machines requiring continuous and repetitive arm, hand, and eye movement.
- Visual and muscular dexterity to operate office and laboratory equipment, microscope, computer and two-way radio and use common hand tools such as a screwdriver and various instrument maintenance tools to maintain, set up, and clean the laboratory instruments.
- Operate a City vehicle in order to perform forensic examinations in the field.
- Travel to/from meetings and various locations.

Benefits Highlights:

The City of Scottsdale offers a comprehensive benefits package including:

- 12 Paid Holidays, which includes 1 Floating Holiday
- Vacation Accrual; starts at 10.3 hours/month
- Sick Leave Accrual; 8 hours/month
- Medical (which includes behavioral health coverage), Dental and Vision Benefits
- City Paid Basic Life Insurance (equal to one times employee annual salary); option of Supplemental Life Insurance
- Tuition Reimbursement; \$2,500/year
- Participation in the Arizona State Retirement System (ASRS) Defined benefit plan with mandatory employer and employee contributions currently at 12.27% which includes a Long-Term Disability benefit
- Supplemental Retirement Plans through Nationwide; 457
- Pet Insurance
- Bilingual pay compensation

Please visit the [Human Resources and Benefits Information](#) page for more information.

Selection Process:

The application and supplemental questions are an integral part of the selection process and must be completed in full in order for you to be considered as a candidate. Please complete each section and answer all questions as thoroughly as possible. **DO NOT state "See Resume" in lieu of answering.** Unanswered questions, incomplete responses, omissions, or partial information may result in disqualification from the selection process.

Applicants whose education, training and experience most closely meet the needs of the position may be invited to participate in a selection process that may include a panel interview. Successful candidates will receive a post-offer, pre-employment background screening that may include:

- Fingerprinting
- Motor Vehicle Department Records Check
- Polygraph

Successful candidates will then receive a post-offer pre-employment:

- Drug Screening
- Psychological Examination

The timeframe for reapplication with the Police Department varies based on the position and the needs of the organization.

The City of Scottsdale reserves the right to change this process at any time, potentially without advance notice.

PLEASE NOTE: Years of experience are based on a work schedule of 2,080 hours per year for full-time positions and

1,040 hours per year for part-time positions, and while work experience may substitute for education on a year-for-year basis, depending upon the job classification, education may not be substituted for work experience.

EQUAL EMPLOYMENT OPPORTUNITY: It is the policy of the city to provide employment opportunities to all persons based solely on ability, regardless of race, color, religion, sex, national origin, age, sexual orientation, gender identity or disability.

When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process. Please contact Human Resources to request an accommodation. Persons with a disability may request a reasonable accommodation by contacting HR Receptionist at (480) 312-2491. Requests should be made 24 hours in advance or as early as possible to allow time to arrange the accommodation. For TTY users, the Arizona Relay Service (1-800-367-8939) may contact HR Receptionist at (480) 312-2491.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

Employer

City of Scottsdale

Address

9191 E San Salvador Dr

Scottsdale, Arizona, 85258

Website

<http://www.scottsdaleaz.gov>

Police Forensic Scientist - I/II/III - Toxicology and Controlled Substances Supplemental Questionnaire

*QUESTION 1

What chemistry classes have you taken and what are the total chemistry credit hours?

*QUESTION 2

Describe your experience in a Forensic Laboratory in detail.

* Required Question