



City of Scottsdale  
**Police Polygraph Examiner**

<b>SALARY</b>	\$67,683.20 - \$98,446.40 Annually	<b>LOCATION</b>	Scottsdale, AZ
<b>JOB TYPE</b>	Full-Time Regular	<b>JOB NUMBER</b>	FY2324-00893
<b>DIVISION</b>	Public Safety	<b>DEPARTMENT</b>	POLICE BACKGROUND INVESTIGATIONS
<b>OPENING DATE</b>	05/21/2024	<b>CLOSING DATE</b>	6/21/2024 11:59 PM Arizona

## Introduction

The Police Polygraph Examiner administers pre-employment and criminal polygraph examinations.

## Minimum Qualifications

### Education and Experience:

- A high school diploma or General Educational Development (GED) equivalent, and graduation from a polygraph school that is accredited by the American Polygraph Association (A.P.A.).
- Three years of experience as a Legal Enforcement Examiner or five years of experience as a Private Examiner.
- Any equivalent combination of education and/or job-related experience that meets the minimum qualifications may be substituted.

### Licensing, Certifications, and Other Requirements:

- Other pertinent licenses and/or certifications may be required of some positions depending on division/department/service assignment.
- 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 division/department service assignment.*

### Preferred Education/Experience:

- Minimum of thirty (30) hours of continuing education in the field of polygraphy every two (2) years since graduating from an accredited polygraph school.
- Be a full member in good standing with the American Polygraph Association (APA) and/or the American Association of Police Polygraphists (AAPP).

### Ability to:

- Maintain confidentiality and security of records.
- Comprehend and follow personnel management practices.
- Understand and apply elements of a crime and be able to determine if criminal cases meet standards for the administration of the polygraph test; advise investigators about legal limitations and individual rights regarding polygraph tests.

- Comprehend and make inferences based on written materials, formulate polygraph examination interrogatories from Police case files and interviews with investigators and witnesses.
- Make mathematical calculations and draw logical conclusions.
- Provide thoughtful and thorough analysis.
- Listen, communicate, and work effectively with a diverse group of people.
- Prepare concise and thorough written reports of information obtained during the interview process and communicate findings with end users.
- Establish and maintain effective working relationships with: City staff, other law enforcement agencies, and the general public.
- Testify in Court and administrative hearings.
- Complete OSHA/safety training as required.
- Perform other duties as assigned.

## Essential Functions

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

- Administers pre-employment polygraph and criminal polygraph examinations for the Police or other City departments.
- Conducts interviews with diverse cross-section of society.
- Coordinates placing of polygraph physiological attachments and in the operation of electronically-enhanced polygraph instruments. Places polygraph physiological attachments on the person to whom the test is being administered. Properly operates electronically enhanced polygraph instruments.
- Interprets and evaluates polygraph charts.
- Produces written reports for clients, based on examination results.
- Maintains a complete log and file of all persons examined.
- Performs maintenance, troubleshooting repairs, and calibrations of electronically-enhanced polygraph instruments and attachments.

## Work Environment/Physical Demands

- Most work is performed in a City office environment and polygraph room.
- Distinguish full range of color spectrum.
- Make minor repairs and adjustments to the polygraph equipment.
- Perform examinations in a small space.
- Sit for extended periods of time.
- Operate polygraph equipment.
- Lift and carry materials weighing up to 50 pounds.
- Operate a variety of standard office equipment including: computer, telephone, calculator, copy and fax machines requiring continuous and repetitive arm, hand, and eye movement.

### **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 12.29% which includes a Long-Term Disability benefit
- Supplemental Retirement Plans through Nationwide; 457

- Pet Insurance
- Bilingual pay compensation

*Please visit the [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 search of the national FBI Database**
- **Criminal Background screening**
- **Drug Screen**
- **39-Month Motor Vehicle Department Records Check**
- **Psychological Examination**
- **Polygraph test**

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

**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 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.*

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#### **Agency**

City of Scottsdale

#### **Address**

9191 E San Salvador Dr

Scottsdale, Arizona, 85258

#### **Website**

<http://www.scottsdaleaz.gov>