INTRODUCTION

This position is located in the Department of Forensic Sciences (DFS), Forensic Science Laboratory Division (FSL). The mission of the DFS is to provide high-quality, timely, accurate, and reliable forensic science services using best practices and best available technology, focusing on unbiased science and transparency, to enhance public safety and health.

The position is responsible for gathering DC crime intelligence from all types of public and law enforcement media, coordinating and consolidating all of the necessary information and correspondence (e-mails, phone calls, electronic transmissions, paper submissions, etc.) related to the testing requests of physical forensic evidence submitted to the DFS, and generating statistical reports as part of the Forensic Intelligence Unit (FIU) under the Forensic Science Laboratory Division (FSL).

MAJOR DUTIES

 Receives and reviews requests for analysis from DFS stakeholders and contributors.

 Provides support in coordinating evidence transfers to and between forensic units within the DFS.

 Enhances customer service by communicating with internal and external customers on requests for analysis from stakeholders and contributors and drafting or coordinating FSL intelligence related correspondence.

 Maintains manual and electronic case management logs. Keeps abreast of current mayoral initiatives and crime trends and helps track resolutions of cases that receive media attention.

 Plans and carries out procedural and technical processes as required, seeks assistance as needed, and with supervision, coordinates cross jurisdiction work efforts with others when necessary. Exercises initiative while developing solutions to common technical and procedural problems such as changes in priorities.

 Keeps abreast of current industry, scientific, and regulatory developments and issues; communicates strategies to accommodate change; and, prepares clear, concise, technically competent, regulatory compliant reports and presentations.

 Utilizes, coordinates, and generates reports using specialized software on multiple computer platforms.

 Gathers documentation of division priorities for managerial data-driven performance metrics and with supervision, validates the data generated from computer platforms reflecting the division’s existing workload.
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Understands the difference and provides assistance with internal, external, and grant-related metrics.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of basic forensic evidence collection along with basic knowledge of various forensic science laboratory testing methods, laboratory information management systems, crystal reporting, intelligence management, and evidence coordination policies, procedures, and protocols.

Basic knowledge of accreditation standards and requirements, as well as quality management systems to ensure compliance with ISO 17025 or current forensic science laboratory international accreditation standards and accrediting body supplemental requirements.

Basic knowledge of the rules of evidence and the methods used in presenting evidence in court; and policies and procedures for maintaining evidence integrity and the chain-of-custody.

Ability to recognize and work with chemicals and biohazards in a safe manner; understands the variety of scientific tests and analyses utilized in the laboratory.

Skilled in customer service practices and intelligence management to promote effective professional relationships with internal and external customers and be able to work safely in a laboratory environment without presenting a threat to self or others.

Excellent oral, visual aid, social media, and written communication skills sufficient to write, communicate, and present reports clearly and cohesively.

Ability to synthesize statistical data, create and produce electronic reports, and provide other written and technical correspondence.

Skill and ability to use personal computer and various software applications to prepare, store, and retrieve data, and other software associated with the assignment.

Ability to testify effectively in court as needed.

SUPERVISORY CONTROLS

Work under direct supervision of the Forensic Intelligence Manager, who makes assignments by defining objectives, setting priorities, and deadlines. The supervisor discusses timeframes and the scope and the nature of the assignment including the possible stages. The incumbent plans and carries out assignments and keeps supervisor informed of progress on assignments.
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The work is reviewed for conformance with guidelines, adherence to requirements and instructions, feasibility, soundness of overall approach, and effectiveness of meeting objectives, deadlines, and expected results.

GUIDELINES

Guidelines consist of policies and procedures of DFS; governing laws and regulations of the District and Federal Government; methods, processes, techniques, procedures, protocols, testing regulations, previous/precedent cases, technical references, forensic techniques and literature, catalogs and handbooks, internal protocol and instructions, etc. These guides are normally applicable, but may require the incumbent to exercise judgment when applying them to specific work situations/cases that may not be covered.

COMPLEXITY

The work requires the incumbent to perform various technical duties which involve different and sometimes unrelated processes and methods that are also associated with information technology, grants coordination, quality assurance, and quality control. May be required to switch frequently from one type of technical assignment to other types which may be substantially different in terms of equipment, techniques and methods used, specific data produced, and/or uses to which the data will be put; or may require an ongoing or long-term responsibility; and/or independently executes or assists with defining portions of more comprehensive long range projects/assignments. The incumbent is given responsibility to execute the work or is expected to utilize/exercise discretion in selecting the most advantageous methods to accomplish the work and seek supervisory assistance as needed.

Judgment is required in applying a wide range of conventional, established approaches, methods, techniques, and solutions to new situations. Identifies and recommends resolution of discrepancies of data; adjusts work methods to accommodate unusual conditions; and/or recommends or determines data to use, record or report.

SCOPE AND EFFECT

Conducts required case management processes and assists team members as needed. Ensures all documentation is accurate, timely, and in the appropriate order for court cases as documented in DFS policy.

The work is limited to administrative aspects of laboratory casework only (case triage, schedule of analysis, Chain of Custody of evidence, maintenance of communication logs, etc.), information technology of forensic science software, and systems and reporting.

The results of the work affects the agency's credibility, adequacy, accuracy, and effectiveness in
field investigations and forensic laboratory tests; and, ensures its relevancy to the case to assist with closure. The results are also binding and may affect the judicial proceedings.

PERSONAL CONTACTS

Contacts are with agency officials and employees, laboratory personnel, DFS stakeholders, consultants, attorneys, regulatory agencies, the general public, law enforcement, other scientists, and investigators.

PURPOSE OF CONTACTS

Contacts are for the purpose of obtaining and/or exchanging factual information (i.e. collecting/gathering, coordinating, and consolidating all pieces of information from emails, phone calls, electronic transmissions, paper submissions, etc.).

PHYSICAL DEMANDS

Work is primarily sedentary; however, walking, standing, bending, climbing, or carrying light items such as small instruments, samples, small boxes and equipment under 50 lbs., etc. may be required. Incumbent must possess sufficient manual dexterity to manipulate and operate desktop computers and administrative related laboratory equipment.

WORK ENVIRONMENT

The work is performed in the normal office setting which is adequately heated, lighted, and ventilated.

SPECIAL REQUIREMENTS

This position’s duty station will be housed within the Consolidated Forensic Laboratory (CFL) which is a protection-sensitive facility. As such, incumbent of this position shall be subject to criminal background checks, background investigations, and mandatory drug and alcohol testing, as applicable.

The nature of the DFS mission includes the potential risks associated with biological or chemical hazards, including morgue functions. Although contact with these functions is intended to be minimal, the risks are nevertheless possible. Training to recognize, address, and mitigate these risks is required as dealing with potentially personally difficult topics, such as crime, death, and disease.

EDUCATION AND EXPERIENCE

An Associate’s degree in a relevant field and one (1) to two (2) years of relevant experience preferred. At least one year of specialized experience must be equivalent to grade 7 (i.e.
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gathering and analyzing report or data; maintaining electronic data logs or performing similar work;

OR an equivalent combination of relevant education, training, and experience.

LICENSURE/CERTIFICATION: None