



Sheriff Scott Israel

BROWARD COUNTY SHERIFF'S OFFICE
invites applications for the position of:

Crime Lab Quality Assurance Specialist

SALARY: \$62,292.00 - \$101,450.00 Annually

OPENING DATE: 05/01/17

CLOSING DATE: 05/12/17 04:30 PM

MINIMUM REQUIREMENTS:

Experience should be clearly demonstrated in the initial application for consideration.

1. Bachelor's degree with major course work in in the natural or physical sciences, forensic science, or closely related field; Master's degree preferred.
2. Supplemented by a minimum of six (6) years progressively skilled journey level experience in one (1) specialized area of forensic science, including but not limited to the following: DNA analysis, forensic chemistry, latent print examination, firearms and tool mark examination, and/or tire and footwear examination.
3. Demonstrated ability in the collection, analysis and presentation of data. Must have strong working knowledge of analytical software.
4. Knowledge of ISO standards, FBI QAS/DNA audit document and principles of quality control must be demonstrated.
5. Experience in the administrative aspects of the work is required.
6. An equivalent combination of education, training, and experience may be considered.

SPECIAL REQUIREMENTS

- Must possess and maintain certification by the governing board of the forensic discipline e.g. American Board of Criminalistics (ABC) or Association of Firearm and Tool Mark Examiners (AFTE), or International Association for Identification (IAI).
- Certified as an ASCLD/LAB International Technical Assessor or equivalent as determined by the Crime Lab Director.

NATURE OF WORK:

Under administrative direction, the purpose of the position is to assist the Quality Assurance Manager (QAM) in the documentation and maintenance of records applicable to the Crime Laboratory of the Broward Sheriff's Office. As an American Society of Crime Laboratory Directors – Laboratory Accreditation Board (ASCLD/LAB-*International*) accredited laboratory, position must assist in ensuring adherence to accreditation standards encompassing extensive case documentation, validation of procedures, technical and administrative review of reports and case notes. Employees are required to participate in proficiency testing, courtroom testimony monitoring, continued technical training, quality audits, and accreditation inspections by ASCLD/LAB, or other accrediting bodies. Position requires computer skills, planning skills, and a working knowledge of ISO 17025 standards and FBI QAS/DNA audit document to assist in ensuring compliance with these accreditation standards, laboratory standard operating procedures, various scientific working group (SWG) guidelines and governmental mandates; under the supervision of the Crime Lab Quality Assurance Manager. Performs related work as directed.

ESSENTIAL FUNCTIONS/PHYSICAL REQUIREMENTS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein

if such functions are a logical assignment to the position.

Assists in maintaining and updating the Quality Manual, Laboratory Operations Manual and each unit's Standard Operating Procedures Manual.

Assists in monitoring laboratory practices to verify continuing compliance with policies and procedures related to quality; advising supervisory and/or technical lead staff of compliance issues.

Periodically assesses the adequacy for test report review activities.

Assists in the scheduling proficiency testing, ordering of tests, sending the results and documenting test results.

Assists in monitoring and maintaining courtroom testimony records.

Monitors security access to include the distribution of entry keys, physical keys to internal doors and evidence areas

Maintains the laboratory's safety program to include annual safety audits, safety inspections of eye wash stations, showers, fire extinguishers and other safety equipment.

Assists in maintaining the documents/logs of all equipment, chemicals, and other accreditation mandated documentation.

Periodically reviews and maintains Curricula Vitae (CV), ensuring they are up-to-date.

Assists in the scheduling and documentation of internal audits against accreditation standards and BSO policies and procedures.

Assists in the review and evaluation of the work records and reports of all laboratory personnel to identify technical and procedural performance issues, and to verify adherence to accreditation standards, regulatory requirements, and quality assurance standards; assists in remedial actions for compliance issues.

Assists in the review of all unit procedures and policies for adherence to the provisions of the ASCLD/LAB accreditation and the laboratory quality assurance programs or other accrediting bodies.

Assists in monitoring the validation process of new technical procedures and instrumentation, to including maintaining and documenting validation testing.

Maintains and reviews instrumental calibration and maintenance records.

Assists staff by reviewing case files for compliance with accreditation, discipline and BSO standards.

Investigates technical problems, proposes corrective actions, and verifies their implementation, if applicable.

Assists in scheduling quality audits and in the evaluation of the results of management system audits.

Assists in the selection, training and evaluation of internal auditors

Maintains training records, certifications, and other technical skill verification of staff.

Recommends training to improve the quality of laboratory personnel.

Proposes corrections and improvement in the management system.

Assists in the preparation of compliance reports that provide analysis of the performance status of the various laboratory units and laboratory programs for review by laboratory personnel.

Assists in the preparation of required external performance and investigation reports for accreditation

and regulatory bodies to be reviewed by Supervisory/Technical Lead Staff.

May be required to defend the quality assurance policies of the laboratory services section in State and Federal and other court systems.

Maintains current knowledge of trends and developments in accreditation and technical standards of the Crime Laboratory disciplines.

May assist with duties associated with research, writing and management of grants.

Performs related duties as directed.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 25 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Tasks are performed in a laboratory/forensics analysis environment where proper provisions are in place in terms of employee security and protection. Due to the nature and location of the work environment, tasks include potential for intermittent exposure to disagreeable elements consistent with routine conditions in a laboratory/forensics analysis environment, e.g., toxic agents, pathogens, chemicals, organic/inorganic agents. Spends at least 65% of time performing duties that involve the collection, examination, preservation, documentation, preparation, or analysis of human tissues or fluids or physical evidence having potential biological, chemical or radiological hazard or contamination, or use chemicals, processes, or materials that may have carcinogenic or health-damaging properties in the analysis of evidence.

Broward Sheriff's Office is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Broward Sheriff's Office will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

RECRUITMENT INFORMATION:

Applicants who qualify will be subject to an extensive selection process and screening program, which may include, but not be limited to evaluation of training and experience; written test; computer based test; interview; polygraph examination; psychological evaluation; employment record, fingerprint and background check; medical examination; and drug screen. The expected duration of the selection process varies by position and could last 10 to 12 weeks. Reapplication will be determined on a case-by-case basis.

BSO is an equal opportunity employer and does not discriminate on the basis of age, citizenship status, color, disability, marital status, national origin, race, religion, sex, or sexual orientation. Veterans' preference per Florida law.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.sheriff.org>

Position #17844A
CRIME LAB QUALITY ASSURANCE SPECIALIST
B1

2601 West Broward Blvd.
Ft. Lauderdale, FL 33312
(954) 321-4400

hr_online@sheriff.org

Crime Lab Quality Assurance Specialist Supplemental Questionnaire

* 1. Do you have a bachelor's degree with major course work in the natural or physical sciences or forensic science?

Yes No

* 2.

Are you able to demonstrate a minimum of six (6) years progressively skilled journey level experience in one (1) specialized area of forensic science, including but not limited to the following: DNA analysis, forensic chemistry, latent print examination, firearms and tool mark examination, and/or tire and footwear examination?

Yes No

* 3. Are you certified as an ASCLD/LAB International Technical Assessor or equivalent?

Yes No

* 4. Do you possess certification by the governing board of the forensic discipline? Examples include the American Board of Criminalistics (ABC) or Association of Firearm and Tool Mark Examiners (AFTE), or International Association for Identification (IAI)

Yes No

* Required Question