



StateJobsNY

Review Vacancy

Date Posted: 06/16/17
Applications Due: 12/29/17
Vacancy ID: 41590

Position Information

Agency	Criminal Justice Services, Division of
Title	Latent Print Laboratory Director
Occupational Category	Other Professional Careers
Salary Grade	27
Bargaining Unit	PS&T - Professional, Scientific, and Technical (PEF)
Salary Range	From \$88603 to \$109133 Annually
Employment Type	Full-Time
Appointment Type	Temporary
Jurisdictional Class	Non-competitive Class
Travel Percentage	5%

Schedule

Workweek	Mon-Fri
Hours Per Week	37.5

Workday

From	8 AM
To	4 PM
Flextime allowed?	No
Mandatory overtime?	No

Compressed workweek allowed?

No

Telecommuting allowed?

No

Location

County

Albany

Street Address

Alfred E. Smith Building
80 South Swan Street

City

Albany

State

NY

Zip Code

12210

Job Specifics

Minimum Qualifications

The Latent Print Laboratory Director must have a Bachelor's degree in Criminalistics or a natural science or a closely related field, and at least five years of case work* experience working in an accredited forensic laboratory. At least two of the five years of experience must be in either a supervisory or managerial capacity.

Essential knowledge and skills for this position include:

- Extensive knowledge of the theory, principles and practices of forensic science;
- Knowledge (not necessarily experience) relating to the field of latent fingerprint identification;
- Experience testifying in court as an expert witness;
- The ability to express ideas clearly and concisely in verbal and written communications; and
- The ability to provide leadership and to maintain professional relationships with law enforcement agencies at the federal, state, and local levels as well as the courts.

Preferred Qualifications:

The preferred candidate should have:

- A Master's degree;
- At least three years of experience in the Analysis, Comparison, Evaluation and Verification (ACE-V) methodology of fingerprints;
- Extensive knowledge of New York State and municipal laws, regulations, and procedures as applied to forensic science work;
- Experience working in an ASCLD/LAB accredited laboratory; and
- Strong interpersonal skills.

* Case work is defined as work examining scientific evidence in connection with legal proceedings.

Duties Description

Under the direction of the Director of Identification Operations, the Latent Print Laboratory Director will direct and manage the activities of the Latent Print Laboratory. The incumbent will have direct responsibility for the daily operations of the Latent Print Laboratory. The incumbent will also be responsible for the implementation, maintenance and improvement of the policies and procedures of the Latent Print Laboratory to ensure that the laboratory is meeting current and future needs. Primary duties include, but are not limited to:

- Maintaining and instituting policies and procedures that will meet ISO/IEC 17025 accreditation standards, any other requirements of the accrediting body and other legislative and agency initiatives;
- Monitoring the Latent Print Laboratory practices to verify continuing compliance with policies and procedures related to a quality system by using internal and external assessments;
- Managing the workflow of the laboratory to ensure that requests are appropriately prioritized and ensuring that backlogs, if any, are appropriately managed;
- Representing DCJS or selecting appropriate representatives for Technical Working Group meetings, New York Crime Laboratory Advisory Council meetings and Regional Site Managers meetings;
- Identifying staff development and training needs and ensuring that training is completed;
- Preparing and submitting management reports and proficiency test reports as required by accreditation requirements;
- Representing the laboratory before the New York Commission on Forensic Science or the accrediting body;
- Preparing budget requests for the Latent Print Laboratory; and
- Ensuring staff adherence to health and safety policies, and to other safety requirements.

Additional Comments

Appointment is subject to Division of Budget waiver approval.

REASONABLE ACCOMMODATION: The Division of Criminal Justice Services provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Sandra van Kampen, Director of Workforce Diversity and Equity Programs at (518) 485-7962.

Some positions may require additional credentials or a background check to verify your identity.

Contact Information

Name	Jackie Kalney
Telephone	(518) 485-7963
Fax	(518) 457-4000
Email Address	DCJSJobs@dcjs.ny.gov

Address

Street	Alfred E. Smith Building
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80 South Swan Street

City Albany
State NY
Zip Code 12210

Notes on Applying

Please send a cover letter and resume to the email/address above. Please reference posting # 41590 on your cover letter.

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