



**EMPLOYMENT POSITION POSTING**  
**Senior Forensic Specialist-Chemistry**  
**11/2/09**

**POSITION DETAILS**

The NFSTC is a provider of training and technical assistance to the forensic science and justice communities. With over 13 years of successful program delivery, the NFSTC is recognized as a national leader and has experienced significant growth through ongoing Federal funding since the year two thousand.

We are currently seeking a Senior Forensic Specialist-Chemistry at our Largo, FL corporate office location. The position is responsible to provide technical expertise in the area of forensic chemistry services including support for functional area operations and infrastructure systems. Perform project delivery through activities including but not limited to design and delivery of scientific experiments; analysis and interpretation of data; instrumentation and materials readiness activities; quality assurance activities; technical content development and instruction delivery; research, testing, and evaluation activities; and formal presentation of findings. Represent the organization as a subject matter expert through requested community outreach and technical service activities. Activities will include but are not limited to:

- **Forensic Services Support** 20%
  - Provide technical input to Forensic Services Coordinator and area managers for infrastructure planning and readiness in the areas of equipment and materials resource needs.
  - Partner with Forensic Services Coordinator to communicate needs for equipment/materials setup and relocation.
  - Provide regular communication with coordinator and designated associate regarding needs for disposal and maintenance of biohazard/chemicals.
  - Carry out scheduled activities for instrumentation maintenance and conduct troubleshooting as needed; collaborate with coordinator and associate for liaison activities with service representatives.
  - Maintain documentation/logs for readiness activities and perform assigned activities in support of lab cleanliness and safety protocol compliance.
  - Prepare reagents, samples, and other readiness materials as scheduled/assigned.
  - Maintain lab logbooks, documentation, and laboratory activities in compliance with established NFSTC quality assurance guidelines, as well as standardized lab protocols and practices.
  - Perform quality control testing and provide SME input as Senior Specialist for policy creation and revisions in area of expertise.
  
- **Project Support & Delivery** 72%
  - Participate in project coordination support activities as designated (i.e., task/activity scheduling & tracking; compilation of data for costs/resource planning; status communication to team members.)
  - Provide requested logistics support for site/location; contract resources, materials, equipment, and instrumentation readiness.
  - Provide Forensic Chemistry subject matter expertise support to project teams as assigned for materials, equipment, and instrumentation readiness.
  - Carry out project required component preparation and delivery (i.e., drug or explosive sample preparation).
  - Perform subject matter research, experiment design, and experiment delivery activities as assigned.
  - Conduct data analysis & evaluation, and prepare presentation of findings (posters,

papers, presentations, etc.)

- Perform curriculum/content development and/or technical accuracy review for training and technical materials.
- Provide hands-on training delivery through instruction and student/trainee interactions.

- **Technical Resource**

8%

- Participate in cross-training and delivery of Forensic Science disciplines outside of subject matter expertise area as requested/assigned.
- Participate in other organizational project activities as requested (i.e., guidance for analytical chemistry in operational laboratory settings).
- Represent the NFSTC as a subject matter expert in Forensic Chemistry through assigned community outreach activities (such as AAFS, SAFS, IAFS, etc.)

The functions listed above are intended to describe the general nature of the job and should not be construed as an all-inclusive list of position responsibilities.

#### **EDUCATION:**

- Bachelor's degree in Biochemistry, Chemistry, Forensic Science or related field required
- Verifiable equivalent combination of education and experience may be considered in lieu of degree.

#### **EXPERIENCE/SKILLS:**

- Minimum of five (5) years hands-on experience in analytical chemistry in a forensic science testing laboratory
- Minimum of two (2) years practical instruction/ mentor training delivery experience required (or equivalent combination of applied work experience and academic instruction assistance).
- Intermediate knowledge and application of office suite software including but not limited to Microsoft Outlook, Excel, Word, and PowerPoint required.

#### **COMPETENCIES:**

- Ability to interact positively and professionally with employees, all levels of management and outside vendors and stakeholders.
- Ability to be flexible and adaptable to constant changes in the organization.
- Ability to effectively communicate with external stakeholders and employees at all levels of the organization.
- Ability to negotiate and influence all levels of management and outside stakeholders.
- Ability to effectively handle confidential information.
- Ability to exercise discretion and independent judgment.
- Ability to perform multiple tasks and meet required deadlines.
- Ability to apply effective organizational skills and systems-focused solutions.
- Ability to create substantive and technical reports.
- Reasonable level of skill with standard English is expected.

#### **SUPERVISION/PERSONNEL GUIDANCE:**

None

#### **PHYSICAL DEMANDS & WORK ENVIRONMENT:**

- While performing the duties of this job, the employee is occasionally required to talk, hear, handle objects, bend and sit.
- Specific physical activities required by this job include lifting, carrying, and pushing/pulling of objects up to twenty-five pounds.



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- Ability to perform concentrated mental/visual attention combined with manual coordination for sustained periods.
- Must be able to perform repetitive keyboard operations.
- Ability to utilize personal computer, calculator, and photocopier.
- Ability to utilize laboratory equipment and analytical instrumentation.
- Ability to receive and respond to oral telephone communications.
- Ability to perform occasional overnight & extended duration travel.
- Exposure to minimum noise level in the work environment.
- Exposure to chemicals and hazardous materials (including but not limited to corrosives; flammables; compressed gases; explosive; carcinogen; pyrophoric; irritant; toxic; offensive odors).
- Must be able to perform close vision activities, including color differentiation and depth perception.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **BENEFITS**

This is a direct hire full time position at NFSTC, with eligibility for the NFSTC health and retirement benefits package. The position pay range is equivalent to the Federal Pay Table RUS-11 (<http://www.opm.gov/oca/09tables/html/RUS.asp>).

#### **APPLICATION PROCESS**

The NFSTC is partnering with Kelly Scientific Resources to recruit and process applicants for this position. Qualified candidates should forward a message indicating interest and attach a resume via e-mail to [Daniel Pydeski at pydesdj@kellyscientific.com](mailto:Daniel.Pydeski@kellyscientific.com) or [David Denkhaus at denkhdd@kellyscientific.com](mailto:David.Denkhaus@kellyscientific.com) or call 888-886-5905 for additional information. Applications will be accepted through 12:00 PM Eastern Daylight Time, November 30, 2009. NFSTC utilizes Equal Employment Opportunity guidelines.