

**Houston Forensic Science Center**

**1301 Fannin, Suite 170**

**Houston, TX  77002**

**ASSISTANT CODIS ADMINISTRATOR**

Houston Forensic Science Center (HFSC) is an independent organization created by former Houston Mayor Annise Parker and the Houston City Council to provide forensic science services previously delivered by the Houston Police Department. HFSC has been officially registered as a Texas local government corporation\* since June 26, 2012.

***POSITION SUMMARY***

Under the direction of the CODIS Administrator, the Assistant CODIS Administrator is responsible for input and retrieval of data entered into the Combined DNA Index System (CODIS) utilized by the Forensic Biology Division of Houston Forensic Science Center (HFSC). CODIS to a national FBI system used to search DNA profiles obtained from crime scene evidence against DNA profiles from other crime scenes and from convicted offenders and arrestees. CODIS can generate investigative leads in cases when a match is obtained. The Assistant CODIS Administrator is responsible for operating the DNA profile database for exchange of sensitive and confidential criminal-related genetic information among federal, state, and local law enforcement agencies. He/she is accountable for utilizing the system appropriately to ensure accurate and timely results are released to the requesting investigator. Specific duties include, but are not limited to:

* Assists the CODIS Administrator in operating the CODIS database in accordance with state and/or federal law and State DNA Index System (SDIS) and National DNA Index System (NDIS) operational procedures.
* Ensures appropriate coding of information within the database as well as retrieve data and make appropriate notifications in a timely manner.
* Reviews and make best efforts to disposition matches in accordance with Chapter 6.0 on Confirmation and Hit Dispositioning (Manual)
* Reviews of all CODIS materials and changes to NDIS Operational Procedures, and implementation, if applicable.
* Uploads profiles to SDIS and NDIS, schedules uploads from the local laboratories, and reviews CODIS generated reports.
* Backs up CODIS data, including performance of periodic restores, to ensure backups are working properly.
* Prepares monthly reporting of Investigations Aided and Hit Statistics to SDIS and/or NDIS.

***MINIMUM EDUCATION REQUIREMENTS***

The position requires a bachelor’s degree in Biology, Chemistry, or Forensic Science related area from an accredited college/university (transcripts required). **Coursework in Biochemistry, Genetics, Molecular Biology, and Statistics/ Population Genetics is required**. A skills assessment may be given to evaluate knowledge level. A Master’s degree is strongly preferred.

***MINIMUM EXPERIENCE REQUIREMENT***

* Minimum of three years’ experience working as a qualified Forensic DNA Analyst with documented mixture interpretation training
* Previous experience working with CODIS in an administrator capacity is strongly preferred.

***KNOWLEDGE AND SKILLS REQUIREMENT***

* Excellent verbal and written communication skills
* Ability to work well with all levels of employees and outside contacts
* Demonstrated ability to think critically, troubleshoot effectively and make timely and sound decisions
* Demonstrated ability to work well with details
* Proven expertise in Microsoft Office applications and LIMS systems is a plus.

# CONTACT INFORMATION

Interested applicants meeting the job qualifications may apply via our website, www.houstonforensicscience.org

###### Houston Forensic Science Center is an Equal Employment Opportunity Employer

 *\*A “local government corporation” is created to aid and act on behalf of one or more local governments to accomplish any governmental purpose of those governments.*