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**Houston Forensic Science Center**

**500 Jefferson St. 13th floor**

**Houston, TX 77002**

**SUPERVISOR– CRIME SCENE UNIT**

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.

**HFSC is now posting internally for two full-time Supervisors for the Crime Scene Unit**

***POSITION SUMMARY***

Under the general direction of the Director of the Crime Scene Unit, the Crime Scene Supervisor provides day-to-day supervision of assigned staff members, coordinating daily activities to promote efficiency in crime scene management while ensuring the accuracy and timeliness of results. The incumbent will also act as On-Call Supervisor as assigned, facilitating crime scene assignments of shift personnel. Specific duties include, but are not limited to:

* Direct activities of assigned staff members, to ensure the accurate and timely collection of evidence, and its appropriate processing.
* Perform administrative and technical reviews of reports completed by staff members.
* Work with the Technical Lead to implement and maintain section policy; Provide feedback on changes to policy as needed.
* Provide supervision to assigned staff member(s), assigning tasks, monitoring performance, and providing meaningful, timely performance feedback.
* Participate in the selection process of division personnel, providing recommendations to decision makers.
* Provide technical guidance and assistance to indirect reports and to other HFSC staff members and clients as requested.
* Function as On-Call Supervisor as assigned, facilitating responses to requests for crime scene personnel.
* Function as a Crime Scene Investigator as needed.
* Ensure direct reports comply with all applicable regulations, policies, work procedures and instructions.
* Work with the training supervisor to provide appropriate training and instruction to staff members and CSI trainees.
* Communicate with co-workers, management, clients, and others in a courteous and professional manner.
* Participate in a wide variety of special projects and compiles a variety of special reports as requested.

***MINIMUM EDUCATION REQUIREMENT***

A bachelor’s degree in a related field (Criminal Justice, Forensic Science, or a Physical Science) is required; experience may be considered in lieu of the degree. Certification from the International Association of Identification (IAI) as a Certified Crime Scene Analyst, or the ability to achieve the certification within the first year of employment is strongly preferred.

***MINIMUM EXPERIENCE REQUIREMENT***

Minimum of five years of direct crime scene and/or applicable technical experience is required. Minimum of one-year leadership experience is also required. Demonstrated experience with crime scene unit systems, documentation, and controls for the proper processing of complex crime scenes, including the identification, documentation, collection, preservation, and submission of evidence.

***KNOWLEDGE AND SKILLS REQUIREMENT***

* Proven knowledge of crime scene unit systems, documentation, and controls for the proper processing of complex crime scenes, including the identification, documentation, collection, preservation, and submission of evidence
* Proven courtroom testimony as in a crime scene investigator capacity
* Exceptional oral and written communication skills
* Demonstrated experience as an effective leader
* Demonstrated skill in effectively utilizing technology and related software applications
* Demonstrated skills in handling multiple tasks and prioritizing work assignments
* Demonstrated ability to effectively handle conflict and uncertain situations, including interactions with citizens and family members who are experiencing traumatic events
* Demonstrated ability to work with frequent interruptions and changing priorities
* Demonstrated ability to establish and maintain effective communications and working relationships with fellow employees, internal customers, and external customers
* Proven expertise in Microsoft Office applications, specifically Word, Excel, PowerPoint, and Outlook, and Microsoft’s cloud-based service, SharePoint, is required. Working knowledge of a Laboratory Information Management System and Microsoft Access is a plus.
* Willingness to work off-shifts.
* Willingness to work extended hours with little or no advance notice.
* Ability to meet the following physical requirements with or without accommodations:
  + Ability to stand and walk around for extended periods of time
  + Ability to complete tasks regardless of the weather or temperature
  + Ability to complete tasks regardless of foul odors or insect activity
  + Ability to lift and carry, push or pull up to 150 pounds

# CONTACT INFORMATION

Interested applicants meeting the job qualifications may apply online via our website, 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.*