**Title: Forensic Chemistry Supervisor**

**Department: Forensic Chemistry**

**Job Type:  Regular Full-Time**

**Location: Willow Grove, PA**

**Schedule:  10:30 am to 7:00 pm**

**COMPANY SUMMARY:**

NMS Labs has developed an extensive menu of more than 2,500 tests to support clients in forensic, criminalistic, public health and clinical fields. For over 50 years, our clients have relied on NMS Labs for unique testing solutions that demonstrate our company core values of Quality, Integrity, Service, Innovation and Engagement. As we work to increase the company’s positive impact on public health and public safety, we are seeking talented professionals to join us for the journey! We invite you to learn more about our company by visiting NMSLabs.com.

**JOB SUMMARY:**

We are seeking a Supervisor in our Willow Grove, PA, Forensic Chemistry department. This first line management level position involves the performance of manager-level duties in the absence of the Forensic Laboratory Operations Manager and the supervision of lab employees. As required, the Supervisor also performs analytical testing, the isolation, identification, and quantitation, as applicable, of chemical substances in forensic casework samples, and the administrative and technical review of casework. This person is responsible for specimen processing, test performance, reporting of test results, and the quality assurance and documentation of analytical processes.

**MAJOR DUTIES and RESPONSIBILITIES:**

* Supervises lab staff and assists the Forensic Laboratory Operations Manager as needed
* Serves as the operational technical leader in conjunction with the Technical Director
* Responsible for hiring, firing, training, career development, continuing education, performance reviews, recommending rewards, providing feedback, taking disciplinary action, and representing the department at company meetings
* Investigates corrective actions for root cause, implements changes and documents the process
* Evaluates and documents approval of all validations and methods used by the laboratory and proposes new or modified analytical procedures to be used
* Reviews, approves, and documents the training records for newly qualified analysts prior to independent casework analysis
* Reviews and documents the procedures of the laboratory on an annual basis
* Reviews the proficiency testing programs in the laboratory
* Reviews and documents proficiency test results, providing feedback to the analyst and initiating corrective actions if necessary
* Performs casework management including prioritizing and assigning cases, directing the analytical testing required, and monitoring turn-around-time
* Plans and manages resources of the section within budget
* Implements, performs, maintains, and improves appropriate improvement measures and quality assurance and quality control procedures
* Performs, as necessary, the duties of a Forensic Chemist, including performance of full scope of casework and court testimony
* Prepares necessary documentation and expert testimony for legal proceedings when necessary
* Effectively communicates scientific findings to internal and external clients
* Keeps current with appropriate scientific advances and literature in forensic science
* Maintains regular and reliable attendance
* Other duties as assigned

**REQUIREMENTS:**

* Degree must be in a chemical, physical, biological, or forensic science from an accredited university
* B.S. with a minimum of 6 years lab related experiences, or M.S./Ph.D. with a minimum of 3 years of Drug Identification and/or Toxicology (BAC) experience
* Minimum of 16 semester credit hours in college-level chemistry coursework above General Chemistry
* Coursework and labs in General Chemistry, Organic Chemistry, and Analytical (Instrumental) Chemistry along with one additional upper-level scientific course (i.e., toxicology, pharmacology, biochemistry, etc.)
* 3 college-level semester credit hours in Statistics
* Licensed by the Texas Forensic Science Commission within 1 year of hire, as applicable

Preferred:

* Demonstrated leadership skills and/or leadership-related accomplishments
* ABC certified
* Experience in court testimony

**KNOWLEDGE, SKILLS & ABILITIES:**

* Ability to hear
* Vision (with correction) including color, distance, peripheral vision, depth perception, and the ability to adjust focus
* Standing, reaching with hands and arms, and using hands and fingers to manipulate instrument or equipment controls, computer keyboard, office equipment, objects, or tools
* Movement from one work location to another
* Sitting and standing, sometimes for extended periods of time
* Exposure to intermittent or constant sounds generated by equipment
* Exposure to fumes, noxious odors, and dust
* Handling of biological material and blood-borne pathogens
* Handling of toxic or caustic chemicals
* Proximity to moving parts
* Ability to travel

Offers of employment are made contingent upon a nationwide background investigation and urine drug screen with results satisfactory to standards of employment at NMS. **NMS requires all employees to show proof of full COVID-19 vaccination**.

We are an equal opportunity employer and will not discriminate against any employee or applicant for employment because of race, creed, sexual orientation, color, religion, sex, national origin, age, marital status, citizenship status, otherwise qualified disability, or protected veteran status (disabled Armed Forces Service medal, recently separated, active duty or campaign badge), domestic violence victim status, arrest record, or predisposing genetic characteristics.