**Posting Title: Forensic Scientist 1 (Forensic Scientist Entry Underfill Option) – DNA — REQ-122504**

**Salary: $6,678.00 - $9,053.00**

**Posting Dates: 03/09/2023 – 04/12/2023 Internal Closing: 03/22/2023**

**Oregon State Police**

**Portland Forensic Laboratory**

**Clackamas, Oregon**

**\*\*\*If you are a current OSP OSPOA employee and you wish to receive preference as an internal applicant, you must apply in Workday by END OF DAY on 03/22/2023. If you apply after this time, you will not receive internal preference and your interview materials will be reviewed along with external applicants. \*\*\***

*Do you have experience performing laboratory procedures and want to assist the Criminal Justice System? Do you have keen attention to detail and possess excellent analytical and organizational skills? Do you desire to work both independently and as part of a skilled team in an accredited forensic laboratory? Do you thrive in a fast-paced environment that is respectful and accepting of diversity—where talents, abilities, and experiences are valued? If so, please consider joining our Forensic Services Division team and apply today!*

The Oregon State Police, Portland Forensic Laboratory in Clackamas, Oregon is seeking to fill **one (1) Full-Time, Permanent and two (2) Full-Time, Limited Duration** Forensic Scientist positions. The limited duration appointments are expected to end on or before 09/30/2024 and may be extended beyond this date or may end prior to this date, based upon funding. Limited Duration appointments are regular status and benefits eligible.

If you require an alternate format in order to complete the employment process, or to request a copy of the position description, please contact [osp.recruiting@osp.oregon.gov](mailto:osp.recruiting@osp.oregon.gov) and reference REQ-122504.

**What will you do?**

In this position, you will perform technical and scientific functions as they relate to the Criminal Justice System and in accordance with the policies of the Department of State Police, Forensic Services Division, accreditation procedures, and the laws of the State of Oregon. This position requires objective scientific thinking by someone capable of independent planning and problem solving related to the analysis of evidence.

As the Forensic Scientist in this position, you will:

* Perform independent casework in the DNA discipline, while meeting the quality standards of the Division.
* Perform accurate and timely analysis of evidence according to Division policies and procedures.
* Process two external proficiency tests per year, one in the first half of the year and one in the second half of the year.
* Prepare and maintain accurate records, laboratory notes, and analytical reports to conform to accreditation standards, Division policies and procedures, and court required procedures.
* Maintain individual productivity, as measured by requests per unit of time and based on percent of available analytical time, at a level consistent with Division standards.
* Manage assigned caseload, including appropriate and timely communication with law enforcement partners.
* Provide accurate court testimony and qualify results, conclusions, and opinions appropriately so their significance is understood.
* Receive and provide training related to assigned duties. Maintain expertise in forensic DNA analysis through continuing education, career advancement training, and training in newly implemented DNA technology, including reading and review of current technical literature; membership/participation in professional organizations and personal communications with other forensic experts.
* Perform other duties as needed or requested by the DNA program manager or other supervisors of the Oregon State Police and assume added responsibilities as authorized.

To learn more about the Forensic Services Division, [click here.](https://www.oregon.gov/osp/programs/Pages/OSP_Programs.aspx)

**What’s in it for you?**

* Work/life balance.
* Paid vacation, sick leave, and up to 24 hours of personal business leave a year.
* [Medical, vision, dental, and life insurance as well as additional optional benefits.](https://www.oregon.gov/jobs/Pages/Benefits.aspx)
* Retirement programs through the [Public Employees Retirement System (PERS)](https://www.oregon.gov/PERS/Pages/index.aspx) and optional deferred compensation programs through the [Oregon Savings Growth Plan](https://www.oregon.gov/pers/OSGP/Pages/Oregon-Savings-Growth-Plan.aspx).
* Abundant advancement opportunities within the agency and throughout State of Oregon government that carries your seniority and benefits with you.
* Opportunities to expand your technical and professional skills.
* Meaningful work with others who are passionate about public service.
* Make a difference in the lives of Oregonians.

**The Oregon State Police is an Equal Opportunity, Affirmative Action employer committed to Workforce Diversity and Inclusion. At Oregon State Police, our Mission is to serve the State of Oregon with a diverse workforce dedicated to the protection of people, property and natural resources. Our values are Honor, Loyalty, Dedication, Compassion and Integrity.**

**Studies have shown that people from underrepresented backgrounds are less likely to apply for jobs unless they believe they meet all the qualifications and preferred skills described in a job description. We are most interested in finding the best candidate for the job and recognize that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job and believe you would be a good fit, we encourage you to apply; please use your resume and cover letter to address your qualifications and the preferred skills for this position.**

**Minimum Qualifications for Forensic Scientist 1 ($6,678.00 - $9,053.00) *(these must be addressed in your resume for full consideration)*:**

Five years’ experience as a Forensic Scientist in an accredited Forensic Laboratory

**AND**

A Bachelor’s degree (or its equivalent) in Biology, Chemistry, or a Forensic Science related area.

Candidates with coursework (graduate or undergraduate level) covering the following subject areas will be given preference in the selection process: Biochemistry, Genetics, Molecular Biology, and Statistics and/or Population Genetics.

**For applicants that are not yet at the full performance level, we are offering an underfill opportunity as follows:**

**Minimum Qualifications for Forensic Scientist Entry ($5,668.00 - $7,015.00) *(these must be addressed in your resume for full consideration)*:**

A Bachelor’s degree (or its equivalent) in Biology, Chemistry, or a Forensic Science related area.

Candidates with coursework (graduate or undergraduate level) covering the following subject areas will be given preference in the selection process: Biochemistry, Genetics, Molecular Biology, and Statistics and/or Population Genetics.

**Please note:** You must provide a copy of your transcripts from all institutions of higher education that were used in the award of your degree, at the time of application. They can be attached to your application in the Resume/CV/Cover Letter attachments field when you apply. The transcripts do not need to be official.

**Preferred Skills *(these must be addressed in your cover letter for full consideration)*:**

* Demonstrated attention to detail, ability to concentrate in hectic situations, and ability to easily transition between a variety of tasks.
* Demonstrated ability to communicate effectively, orally and in writing, with co-workers and members of the criminal justice community (law enforcement, district attorneys, and defense attorneys).
* Proven ability to work under pressure, meet deadlines, pivot to meet the changing needs of the work unit, and work collaboratively with a diverse team.
* Demonstrated ability to think logically and independently to complete work, solve problems, and improve the operations of the work unit.
* Proven ability to deal with stressful and emotional situations in a professional manner, to include the acceptance of decisions made by others, even without full agreement (e.g., technical review, implementation of new policies and procedures).
* Demonstrated ability to effectively work with a variety of computer programs, to include the Microsoft Office suite and Adobe Acrobat Pro, and be adept at learning how to utilize other forensic analysis software.

**Special Qualifications:**

* Must possess and maintain a valid Driver’s License.
* Must be able to provide credible sworn testimony in a criminal or civil proceeding arising from the performance of duties.
* As a condition of employment and / or to routinely work in any of the Forensic Services Division’s laboratories in any capacity, all individuals are required to provide appropriate samples for inclusion into the Confidential Staff DNA Identification Index.
* Must pass a urine analysis drug screen.

**How to Apply:**

* Apply in Workday by the deadline listed above, failure to submit your application by 11:59PM of the above listed date will result in automatic disqualification of your application.
* You must submit a **resume** demonstrating your experience as it relates to the minimum qualifications for the position.
* You must submit a **cover letter** – no more than two pages in length – addressing how you meet each preferred skill for this position.
* In addition to a resume and cover letter, you must submit a copy of your **transcripts** from all institutions of higher education that were used in the award of your degree. The transcripts do not need to be official.
* **Failure to attach a resume addressing the minimum qualifications and a cover letter addressing the preferred skills will result in disqualification of your application.**
* Please submit these documents in either MS Word or PDF format.
* Documents submitted in formats other than MS Word or PDF will not be reviewed and will result in disqualification of your application.
* *Please only attach documents that are requested in this posting. Any additional documents that are submitted at this stage, will not be reviewed.*
* After applying be sure that you answer the questionnaires related to citizenship and Veteran’s Preference points. In order to receive Veteran’s Preference points, this is a required questionnaire.

**Additional Information & Benefits:**

The salary listed is the non-PERS (Public Employee Retirement System) qualifying salary range. If the successful candidate is PERS qualifying, the salary range will reflect an additional 6.95%. Please review the [Classification and Compensation](https://apps.oregon.gov/das/classification-compensation) page for more details.

Prior to applying you should ensure all sections of your *Workday Job History* page is accurate and complete. This information is utilized during the pay equity analysis phase. Please monitor your Workday account, as communications will be sent to your Workday account. You may be asked to submit additional information after the initial application. If you would like to retain a copy of the job announcement, please print this page for your records. Once your application has been processed, you will no longer be able to review the announcement. Additionally, Workday will timeout after 20 minutes of inactivity.

Eligible Veterans who meet the qualifications will be given veterans' preference. For further information, please see the following website: [Veterans Resources](http://www.oregon.gov/jobs/Pages/Veterans.aspx), or call Oregon Department of Veterans' Affairs at: 1-800-692-9666 NOTE: If claiming Veterans’ preference please be sure to check your Workday account for pending tasks or actions under your “My Applications” section.

OSP does not offer visa sponsorship. Within three days of hire, applicants will be required to complete I-9 documentation and confirm authorization to work in the United States. If your employment authorization and documentation is contingent on sponsorship now or in the future, you will not meet DAS employment eligibility standards.

*This position is covered by an OSPOA Collective Bargaining Agreement. Current OSPOA employees who meet the minimum qualifications of this position will be given preference in the selection process. Current OSP employees should refer to the Filling of Vacancies policy for additional information.*

**This recruitment announcement will be used to establish a list of qualified candidates to fill the current vacancy and may be used to fill future vacancies as they occur.**

**Helpful Links & Resources:**

Learn more about OSP [here.](https://www.oregon.gov/osp/about/Pages/aboutusosp.aspx) View our recruitment video [here.](https://youtu.be/54KUxLZd9DY)

View our [competitive benefits package](https://www.oregon.gov/jobs/Pages/Benefits.aspx).

Background screening information can be found [here.](https://www.oregon.gov/osp/jobs/pages/Jobs-at-OSP.aspx)

OSP does not offer Visa Sponsorship. To view information on work authorization and find out about acceptable documents, [click here.](https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf)

[Oregon Job Opportunities Webpage](https://www.oregon.gov/jobs/Pages/index.aspx) | [How to Set Job Alerts](https://www.oregon.gov/jobs/Documents/Set%20up%20Job%20Alerts.pdf)

[Workday Applicant FAQ](https://www.oregon.gov/jobs/Documents/Applicant%20FAQ%20-%20revised%20November%202019.pdf) | [What You Need to Know to Get the Job](https://www.oregon.gov/jobs/Pages/support.aspx)

[Pay Equity Information & Resources](https://www.oregon.gov/das/hr/pages/equity.aspx)