

Appointments are subject to Office of Management and Budget (OMB) approval
OFFICE OF CHIEF MEDICAL EXAMINER
CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Criminalist

Title Code No: 21849

Office Title: Forensic Operations Specialist

Division/Work Unit: Forensic Operations

Hours/Shift: Thirty-five hours over a seven day period (8:30 – 4:30); may work evenings and weekends.

Level: II

Salary: \$58,136

Work Location: Citywide

Number of Positions: 4

JOB DESCRIPTION

OCME seeks a candidate who will possess minimally the technical skills listed and also the potential to exemplify this agency's core values of "Integrity, Dedication and putting the Agency First". Under the direction of the Deputy Director of Forensic Operations, oversees the quality assurance/control activities associated with Morgue operations under the auspices of the Office of Chief Medical Examiner (OCME). Typical tasks include but are not limited to the following:

- Maintains and measures the effectiveness of quality control programs for borough forensic operations.
- Assures compliance with mortuary case intake and case release process.
- Maintains control over physical inventory of remains, including medical examiner cases and claim only cases.
- Supervises case reconciliation process. Reports any problems and suggests improvements as appropriate.
- Assists in the development of Forensic SOPs.
- Interfaces with borough Deputy Chief Medical Examiner and the Administrator on Duty to resolve any issues.
- Prepares reports and keeps records.
- Operates a motor vehicle.
- Performs other duties as required.

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college, with specialization in criminalistics, forensic science, chemistry, biology, physics, molecular genetics, genetics, biochemistry, molecular biology, entomology, ecology or a closely related scientific or engineering field.
2. In addition to "1" above, all candidates must have one of the following:
 - a) One year of experience gained as a Criminalist at Assignment Level I-B; **OR**
 - b) One additional year of qualifying experience in criminalistics or forensic science, for a total of two years of such experience; **OR**
 - c) A satisfactory combination of education and experience totaling two years of experience as described above.

SPECIAL NOTE

1. If you were educated in a foreign school you must submit an evaluation of your foreign education from an approved organization with your resume.
2. Selected candidates will be required to provide a DNA sample by swabbing.

PREFERRED SKILLS

Successful candidates should possess the following:

1. Preferred degree specialization or experience in the forensic sciences, such as forensic anthropology, medicolegal investigations, certified pathology assistant, or related field.
2. Strong computer skills including Word and Excel. .
3. Must be highly organized and possess excellent oral communication and interpersonal skills.

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:

<https://a127-jobs.nyc.gov>

POST DATE: July 25, 2014	POST UNTIL: Until Filled	Job Opening # 170537
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The Official NYC Web Site: www.nyc.gov