

Appointments are subject to Office of Management and Budget (OMB)
approval for budgeted headcount.

GRANT FUNDED POSITION (2009-DN-BX-K162)
OFFICE OF CHIEF MEDICAL EXAMINER
CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Criminalist

Title Code No: 21849

Office Title: Criminalist, IB

Division/Work Unit: Forensic Biology

Hours/Shift: Thirty-five hours over a seven day period; may work evenings and a rotating weekend day.

Level: IB

Salary: \$46,455

Work Location: 421 East 26 Street, NYC

Number of Positions: 4

JOB DESCRIPTION

Under the general direction of the Assistant Directors of the Forensic Biology Department and specifically under the supervision of a Criminalist, Level III and IV, selected candidate will be responsible for assisting in conducting scientific analyses performed on biological evidence brought to the Forensic Biology Department of the Office of Chief Medical Examiner for the City of New York. Typical tasks include but are not limited to the following:

- Assists in the DNA analyses of evidentiary material such as hairs, body fluids and other biological evidence, using state-of-the-art molecular techniques.
- Assists in the analyses of gunshot residue and other chemical and spectroscopic analyses; and in the anthropological examination of human remains.
- Assists in the microscopic, chemical, physical, instrumental and quantitative methods of analysis of biological evidence.
- Receives comprehensive training and instruction in the various techniques used in the collection, preservation, handling and receipt of evidentiary materials.
- Attends and participates in staff meetings, conferences and other training and development activities.
- Receives training in the routine preventive maintenance and calibration of laboratory equipment and analytical instruments.
- Reviews books, journals and technical manuals; assembles data and prepares preliminary reports.
- Assists with scientific investigations at crime scenes.
- Other duties as assigned.

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 at least one year of satisfactory full-time experience in criminalistics, forensic science or analytic chemistry, or a satisfactory equivalent combination of education and experience.

Note:

- A) After one year of satisfactory service at level IA incumbents will be automatically assigned to Level IB.
- B) An approved internship in criminalistics or forensic science or eighteen master's degree level credits in one of the specialization areas described above is equivalent to one year qualifying experience.

*****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 have experience working in an accredited laboratory facility.

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:

Ayinde Williams
Recruitment Coordinator, Human Resources
The Office of Chief Medical Examiner
421 East 26 Street – Mailbox #10-52
New York, NY 10016

Resumes may be emailed in a WORD format to Recruiter3@ocme.nyc.gov. Title/Level & Job Vacancy number must be indicated in the subject line.

NO PHONE CALLS

POST DATE: October 5, 2009	POST UNTIL: October 19, 2009	JVN: 816/10/CME021 (Agency Code/ Fiscal Year/Number)
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