

**OFFICE OF CHIEF MEDICAL EXAMINER
CITYWIDE JOB VACANCY NOTICE**

GRANT FUNDED POSITION

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: 1

JOB DESCRIPTION

The DNA Missing Person's Unit within the Office of Chief Medical Examiner (OCME) performs hundreds of DNA analyses on missing person's cases. Under direct supervision, the selected candidates will work on processing samples for these cases which include unidentified human remains. Duties include but are not limited to:

- Will assist in the documentation and accessioning of biological evidence which will include working on unidentified human remains.
- Will be trained in examination and processing of tissue samples (including bone) and all bench work techniques required for obtaining DNA profiles from unidentified human remains, reference and family samples for missing persons.
- Will be tasked with laboratory techniques such as DNA extraction, DNA quantification and PCR amplification set-up.
- Will receive training and instruction in the handling and receipt of evidentiary material, as well as routine preventive maintenance and calibration of laboratory equipment and proper laboratory standards and quality control procedures.
- May assist in the anthropological examination of human remains.
- Attends and participates in staff meetings and other training and development activities.
- Will assist in uploading DNA profiles into the Federal DNA database missing person's index.
- 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) **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: February 14, 2011	POST UNTIL: February 25, 2011	JVN: <u>816/11/CME040</u> (Agency Code/ Fiscal Year/Number)
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