

Class Concept

This is administrative and technical work in support of the Crime Lab Director, Assistant Directors, and Unit Managers in supervising activities, for example, such as the Crime Lab's Forensic Advantage System. Forensic Advantage conducts the flow of data into and out of the laboratory. Employee manages the Evidence Control Unit (ECU) of the Raleigh Crime Laboratory which is the initial point of data input into the system. Other positions may be allocated to this level as science and technology dictate new initiatives or process changes which affect the established systems of any of the crime laboratories.

The State Crime Laboratory maintains a full-service forensic science laboratory to assist all law enforcement agencies in North Carolina in the investigation of criminal matters. The Laboratory's mission is to provide state-of-the-art forensic services in the areas of drug analysis, blood alcohol/drug content, firearms & tool marks, latent prints, footwear and tire tracks, forensic biology, computer forensics, and trace evidence. The services are provided from a central laboratory facility in Raleigh and regional laboratories.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the organizational structure and operational procedures and policies of the Crime Laboratory.
- Working knowledge of good management practices and ability to manage and direct the work of others.
- Working knowledge of the Department of Justice and State Human Resources policies and procedures.
- Working knowledge of instrumentation used in forensic science.
- Working knowledge of the principles, concepts, theories, reference sources, and laboratory practices involved with the forensic examination and analyses of evidence.
- Working knowledge of the North Carolina Accounting System and e-Procurement.
- Working knowledge of criminal law and of rules and regulations regarding evidence gathering and handling.
- Working knowledge of the methods, procedures, and practices used in the investigation of criminal offenses, and of principles of securing and identifying a variety of crime related evidence.
- Working knowledge of scientific methodology and of laboratory safety practice.
- Ability to convert basic thoughts and concepts into detailed and coherent written form, including the completion of detailed reports, grant applications and budget proposals.
- Ability to communicate and work productively with laboratory personnel and law enforcement and court personnel.
- Ability to express technical information clearly both orally and in writing.
- Ability to establish and maintain favorable working relationships with other forensic science professionals.
- Ability to balance multiple responsibilities.

Minimum Education and Experience

Bachelor's Degree, preferably with a major in public administration, management, a physical science, or forensic science, from an appropriately accredited institution and seven years of progressive laboratory experience with the State Crime Laboratory, with the most recent one year in a management or supervisory role.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.