

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## FORENSICS QUALITY ASSURANCE COORDINATOR – PART TIME

<b>JOB CODE: 30037</b>	<b>PAY GRADE: 19</b>	<b>PAY RANGE: \$26.73/HOUR</b>
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### GENERAL DESCRIPTION

Under the general direction of the Support Services Bureau Captain, is responsible for monitoring and coordinating the Forensic Sciences and Automated Fingerprint Identification System (AFIS) Division's quality assurance program in order to meet established standards of the department and to satisfy the requirements necessary to secure and maintain the ISO/IEC 17020 accreditation. Coordinates, evaluates, and maintains written manuals and documents regarding the Proficiency Training Program; Field Training Program; in-house training; safety policies and procedures; Standard Operating Procedures; court testimony; corrective action reports and procedures; and evidence processing, to ensure they meet requirements and recommends changes to ensure adherence to standards. Work is reviewed through observation and productivity.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Leads the Forensics Science and AFIS quality assurance program to support the organization's mission, values, and objectives
- Interprets applicable regulatory standards and guide improvement activities for compliance
- Participates in the American National Standards Institute (ANSI) and American Society for Quality (ASQ) standards that collectively comprise the ANSI-ASQ National Accreditation Board (ANAB) Laboratory Analysis & Accreditation Program
- Monitors laboratory practices and conducts audits as needed of the quality control system
- Facilitates mock surveys and develops plans for improvement
- Coordinates all audits, presentations and inspections of the accrediting bodies and facilitates the same
- Coordinates training and coaching of members to facilitate understanding of accreditation standards and requirement
- Develops templates, tools, and processes to facilitate an efficient and effective means for regulatory compliance
- Administers and documents proficiency testing of division members
- Monitors court testimony of staff by attending court sessions and observing

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- Solicits customer feedback, surveys and perform analysis for service refinement
- Reviews corrective action plans for appropriateness, effectiveness, and completion
- Administers the division's standard operation procedures, safety manuals, and centralized training records for Forensic Science Specialist and Latent Print Examiner staff
- Regular and reliable attendance is required as an essential function of the position
- This position may be considered essential and, in the event of an emergency or natural disaster, may be required to report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed
- This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary

## QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's Degree in Natural Science, Criminalistics, Quality Assurance or a Forensic related field
- Three (3) years' experience within a law enforcement agency, laboratory, and/or a forensic type environment with an emphasis on Crime Scene Investigations, Latent Fingerprint examination, and statistical gathering and analysis
- Or equivalent combination of education and experience
- Quality Assurance and/or Accreditation experience is preferred
- Latent Print and/or Senior Crime Scene Analyst Certification with the International Association for Identification( IAI) preferred
- Must possess a valid Florida driver's license

## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of standard forensic laboratory auditing procedures, proficiency and competency testing standards, and forensic quality assurance standards
- Knowledge of research techniques, statistical gathering and analysis, the ability to gather, evaluate and organize data combined with the ability to prepare reports in an organized format
- Familiarity of the Organization of Scientific Area Committees (OSAC) standards
- Knowledge of the rules of evidence, criminal court proceedings, and proper safety procedures
- Ability to assess expert witness testimony
- Ability to communicate effectively, both orally and in writing. Ability to understand and carry out oral and written instructions



- Ability to establish and maintain effective and cooperative working relationships at all times with supervisors and peers while maintaining a professional bearing and attitude
- Ability to assume responsibility and exercise good judgment in making decisions within the scope and authority of the position
- Possess excellent organizational skills, ability to prioritize tasks, and demonstrate attention to detail to meet organizational and mission deadlines
- Participates in departmental and organizational meetings
- Ability to maintain confidentiality
- Ability to maintain and monitor the Accreditation process for quality control
- An understanding of forensic laboratory operations, testing, and control procedures to include knowledge of Crime Scene Investigations and Crime Scene Photography
- Knowledge of fingerprint technology, Fingerprint Development and Latent Fingerprint Comparison procedures

## **PHYSICAL ABILITIES**

The physical abilities listed below are requirements to perform the essential functions and responsibilities.

- Operate motor vehicles in a safe and efficient manner, day or night, in compliance with all state laws and regulations regarding operation and licensure
- Maintain correctable vision to 20/20
- Identify and differentiate colors
- Sit up to 7 hours per day
- Stand up to 8 hours per day
- Walk up to 8 hours per day
- Drive up to 4 hours per day
- Occasionally lift up to 75 lbs.
- Frequently bend
- Continuously reach
- Occasionally squat, climb, kneel and twist

## **WORKING CONDITIONS**

- Member may be exposed to or experience toxic or hazardous chemicals used in advance crime scene processing biological evidence