



## OFFICE OF COURT ADMINISTRATION

David Slayton  
Administrative Director

### JOB VACANCY NOTICE

**Posting Date:** September 1, 2017

**Closing Date:** Until Filled

**Job Listing Identification Number:** 00000874

**State Class. No. and PayGroup:** 1576/B25

**State Job Title:** Program Specialist VII

**FLSA Status:**  Exempt  Non-Exempt

**Agency Job Title:** Senior Scientific Advisor

**Location:** Austin, Texas

**Monthly Salary Range:** \$5,259.00 - \$8,624.00

**Type of Job:**  Full Time  Part Time

**Remarks:** Salary commensurate with experience.

**Travel Required:**  Yes 15%  No

#### Job Description:

Acts as senior scientific advisor to the Forensic Science Commission (FSC) and its staff. Provides input on all aspects of technical qualifications for licensing program. Assists with all scientific and technical aspects of FSC investigations and audits into professional negligence/misconduct in accredited crime laboratories. Assists with development of general forensic examination. Advises on technical aspects of laboratory accreditation program. Provides input to the FSC Director and FSC Assistant Director for all discipline-specific reviews. Represents the FSC at state and national meetings and conferences. Provides forensic training to members of the FSC and members of the criminal justice community. Assists the FSC with report writing. Assists FSC with assessing sufficiency of laboratory corrective actions, root cause analysis and other quality processes. Interfaces with other key staff at the Office of Court Administration (OCA). Coordinates assigned activities with other divisions, departments and outside agencies.

#### Minimum Qualifications:

- Master's Degree in chemical, physical, biological science, engineering, statistics, or forensic science from an accredited university.

#### Preferred Qualifications:

- Qualified assessor for a national forensic laboratory accrediting body recognized by the Commission.
- Five or more years' experience in either technical or quality management of an accredited forensic laboratory.

### Essential Job Functions:

- Assists FSC Director with investigations of forensic disciplines and techniques, including but not limited to, firearms/tool mark analysis, toxicology, chemistry, Serology/DNA, trace evidence, latent prints, questioned documents and digital evidence.
- Provides technical guidance to the FSC Assistant Director regarding administration of the licensing and accreditation programs.
- Assesses analyst qualifications for licensing program and provides guidance to Licensing Advisory Committee regarding same, including evaluation of all statutory and rule-based requirements.
- Assists with development of general forensic examination.
- Regularly employs principles and practices of program development, project management, budget and administration.
- Provides training to criminal justice community on forensic science issues and current trends.
- Assists with evaluation of corrective actions, root cause analyses and related issues in quality assurance.
- Interfaces with other key staff at the OCA.
- Presents at state and national conferences on behalf of FSC.
- Understands pertinent federal, state and local laws, codes and regulations.
- Performs related work as assigned and complies with all OCA policies.

### Note:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.

31A, 749X, 023, INV, OAP12, 5805, 5803, 715X

Additional Military Crosswalk information can be accessed at

[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_PublicSafety.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PublicSafety.pdf)

### To Apply:

Submit a complete application through CAPPs Recruit at this link

<https://capps.taleo.net/careersection/ex/jobdetail.ftl?job=00000874&tz=GMT-05%3A00> .

Applications must be complete, including start and end dates of work experiences. Resumes may accompany applications in CAPPs but will not be accepted in lieu of completed applications. Following a screening of applications, interviews of qualified applicants who have submitted a **completed state application** will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.