

Job Title: FORENSIC SCIENCE ADMINISTRATOR II (ASSISTANT LABORATORY DIRECTOR)

Requisition ID **9213** - Posted **11/10/2021** - (Joliet - 515 Woodruff Rd)
(Administration/Management; Sciences and Natural Resources) - **Northern Region** - (Will)

Agency: Illinois State Police
Closing Date/Time: 11/24/2021
Salary: \$7,359 - \$10,944 / monthly
Job Type: Salaried Full Time
County: Will
Number of Vacancies: 1
Plan/BU: VR704

**Collective Bargaining Agreement language applies to this requisition:
We are currently transitioning away from a paper application process
to an electronic application process. This position has not been
transitioned. Please follow the directions below when applying to this position.**

**DO NOT APPLY ONLINE
DO NOT CLICK THE APPLY BUTTON**

CMS100/B Employment Application and all applicable documentation should be submitted to the Agency contact listed below.

**Posting Identification #
9213**

About the Position

Under direction, functions as an assistant laboratory director of the Joliet Forensic Science Laboratory and performs supervisory duties as the direct supervisor of the firearms/toolmarks, footwear/tire tracks, and maintenance sections of the laboratory; administers the computer operations, security, property control, and facility maintenance programs of the laboratory.

Job Responsibilities

25% 1. Serves as working supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off; prepares and signs performance evaluations.

25% 2. Monitors building systems including HVAC, plumbing, electrical, etc. Serves as property control officer, reviews management information system submissions and makes corrections as required, conducts laboratory inspections, prepares semi-annual facility supply order, and monitors instrument maintenance. Assists the laboratory director with the preparation and administration of the laboratory's budget by submitting fiscal data, lists of needed supplies, equipment, and repairs, and by providing justifications for requests. Monitors all aspects of building security.

15% 3. Directs computer and network operations. Reviews and requests computer needs. Monitors computer aided laboratory management system and make corrections. Manages all aspects of computer and video conference systems; performs upgrades.

15% 4. Performs in-depth case file reviews, participates in major case reviews, observes testimony of subordinates, and provides administrative assistance to laboratory personnel.

10% 5. Prepares reports with regard to special projects and analyses conducted at the laboratory; compiles and provides statistical data concerning the activity of subordinates to include casework, court appearances, meetings, lectures, training, and travel. Provides updates to the Facility Operations Manual when situations, policies and procedures change.

5% 6. Attends professional meetings and seminars related to management and/or forensic science; reviews literature as a means to improve job performance, service to user agencies, and operation of the laboratory. Disseminates useful information to laboratory staff and user agencies. Maintains favorable public relations by providing useful information to agencies and by responding to inquiries from agencies and, when approved, public media.

5% 7. Performs other duties assigned or required.

Minimum Qualifications

- Requires a bachelor's degree in a natural or forensic science, preferably supplemented by a master's degree in one of the biological, natural, physical, or forensic sciences, or related disciplines.
- Requires three (3) years of professional forensic science work experience such as would be gained at the advanced caseworker level.

Employment Conditions

- Requires ability to pass background investigation.
- Requires ability to pass drug test.

About the Agency

The Illinois State Police strives for excellence, seeking to be one of the premier policing agencies in the country. Our core values are Integrity, Service, and Pride. We are seeking individuals with similar values to join us on our mission to promote public safety.

Work Hours: Monday-Friday 8:30 am- 5:30 pm

Work Location: Joliet Forensic Science Laboratory, 515 Woodruff Rd, Joliet, IL 60432-1260

Agency Contact: ISP.JobPostings@illinois.gov

Illinois State Police
Office of Human Resources
801 S. 7th St., Ste 700 Annex
Springfield, IL 62703

Job Function: Administration/Management; Sciences and Natural Resources

CANDIDATES MUST SUBMIT A SEPARATE BID FORM (as applicable) AND CMS-100/B FOR EACH POSTED VACANCY APPLIED FOR.

APPLICATION INSTRUCTIONS

DO NOT APPLY ONLINE.

Please submit application via email to: ISP.JobPostings@illinois.gov

Or mail your applicaton to:

Illinois State Police
Office of Human Resources
801 S. 7th St., Ste 700 Annex
Springfield, IL 62703

Current State Employees:

- Seeking a Promotion – Submit an **Official Position Vacancy Bid Form and CMS-100B Employment Application (version dated 9/2020 or after)** to the Agency Contact address listed above.
 - Older versions of the **CMS-100B** will not be graded or returned to applicants.
 - Failure to complete and submit the new **CMS-100B** (version dated 9/2020 or after) will result in your application being rejected.
- Seeking a Transfer – Submit an **Official Position Vacancy Bid Form, Transfer Request, and CMS-100 Employment Application** (version dated 9/2020 or after) to the Agency

Contact address listed above.

- A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
- Failure to complete and submit the new **CMS-100** version (dated 9/2020 or after) will result in your application being rejected.
- Seeking a Reduction - Submit an **Official Position Vacancy Bid Form** and **CMS-100 Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
 - A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
 - Failure to complete and submit the new **CMS-100** (version dated 9/2020 or after) will result in your application being rejected.

Former State Employees:

- Submit an **Official Position Vacancy Bid Form** and **CMS-100 Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
 - A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
 - Failure to complete and submit the new **CMS-100** (version dated 9/2020 or after) will result in your application being rejected.

Non-State Employees:

- Submit a **CMS-100 Employment Application** (version dated 9/2020 or after) and official college transcripts (where applicable) to the Agency Contact address listed above.
 - Documentation is required for each Posting/Bid ID or your application(s) will be rejected.
 - Failure to complete and submit the new **CMS-100** version (dated 9/2020 or after) will result in your application being rejected.

THE ISP IS A DRUG FREE WORKPLACE