



Casework File Assistant 2

Highlights:

- You'll be joining a dynamic forensics team with many opportunities to grow professionally and working with other forensic experts in various fields to support the FBI and TEDAC missions.
- This is a unique opportunity to work with the FBI laboratory.
- You'll obtain some or enhance your experience working in a fully functional government laboratory working closely with other forensics experts.

Tasks:

- The CFA operates as a team member with Physical Scientists, Chemists, and Forensic Examiners.
- Perform functions associated with centralized movement and management of case files and related evidence.
- Acquire files from Federal, state, and local forensic organizations and categorize them for easy retrieval by unit examiners and / or TEDAC management personnel.
- File and archive appropriate paperwork including chains-of-custody documentation.
- Forward, staff, and submit reports to the appropriate examiner for inclusion in case packages, as appropriate.
- Coordinate with Forensic Examiners to ensure that all LD reports are uploaded into EXPeRT.
- Assist QA Specialists and Forensic Examiners with retrieval of case files and organizing audit materials.
- Assist with document tracking or developing database/spreadsheet applications to track case files, audit reports, and other documentation management actions.
- Support activities, functions, or duties as defined in future TOs.
- Track case files, audit reports, and other documentation management actions as required.

Requirements:

- Education: High School diploma or General Educational Development (GED) certificate.
- Experience: At least one (1) year of experience with forensic processes and casework documentation as it relates to forensic examinations.
- Skills: Basic computer skills, to include use of Microsoft Office programs (Word, Excel, Access, and Outlook); organization skills; flexibility and adaptability to changing priorities.

Clearance: US Secret Clearance

Location: Huntsville, AL

Apply: Online <https://idealinnovations.com/careers>

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All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or veteran status.

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