



## Evidence Inventory, Control and Management Specialist

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### 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:

- Provide evidence inventory services to properly inventory and maintain the chain-of-custody of all evidence and forensic materials entering the facility.
- Note: evidence may also include database samples.
- Receive boxes of casework and related materials.
- Open and inventory contents of boxes.
- Create laboratory worksheet from templates as necessary; enter data (laboratory number, case ID number, Questioned / Known numbers, and descriptions).
- Create master and unit chain-of-custody forms.
- Enter data into the Sample Tracking and Control Software (STACS) system and / or FA, create examination plan, and generate barcode labels.
- Stage boxes and documentation for processing by unit specific teams.
- Prepare boxes for return to contributor.
- Load and unload boxes of evidence and forensic materials, including examination supplies and chemicals.
- Maintain data/inventory of boxes of evidence and forensic materials received, in process, and returned to contributor.
- Perform general shipping / receiving duties.
- Use the current STACS and / or FA software for evidence inventory, tracking, and flow.
- Maintain proper chain-of-custody of all forensic material under examination.
- Support activities, functions, or duties, as defined in future TOs.
- Communication with contributors as necessary

### Requirements:

- Education: B.S. degree in science disciplines or criminal justice.
- Experience: one (1) year of evidence inventory, control and management experience red.
- Skills: Computer data entry, course work in forensics, attention to detail, familiarization with QA / QC, experience with a LIMS.

**Clearance:** US Secret Clearance

**Location:** Quantico, VA

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

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