

## **Title: Quality Assurance Manager**



**Job Number: 405**

**Salary: \$84,565.00 - \$135,083.00**

**Department: Sheriff's Office**

**Division: Crime Lab - DNA**

**Location: 13101 E. Broncos Pkwy., Centennial, CO, 80112**

**Job Type: Salary Full-Time**

**Posting Date: 02/09/2026**

**Closing Date: 02/23/2026**

**\*\* While the full salary range for the Quality Assurance Manager position is \$3,252.50 - \$5,195.50 bi-weekly / \$84,565.00 - \$135,083.00 annually, the anticipated hiring range is \$3,252.50 - \$4,224.00 bi-weekly / \$84,565.00 - \$109,824.00 annually. Final Salary DOQ\*\***

### **GENERAL STATEMENT OF DUTIES:**

Under limited direction from the Laboratory Director, this position coordinates all quality aspects related to the Unified Forensic Laboratory (UFL).

### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required:

- Performs administrative and professional level work involving the development, implementation, and management of all aspects of the quality assurance systems of the UFL.
- Coordinates attainment/continuation of accreditation by the collaborative development and administration of professional and technical laboratory practices and incorporation of new technologies.
- Advises the Management of the Laboratory of necessary changes, administrative, and security to ensure continuing compliance with accreditation standards.
- Develops, leads, and assesses the quality assurance and proficiency testing functions to ensure policies and processes are in compliance with accreditation standards and agency policies.
- Develops procedural and training manuals, monitoring procedures, and recording formats to ensure and report on compliance with all quality assurance.
- Prepares quality assurance reports on each laboratory function/section for review by laboratory management.
- Assists management with inspection evaluations; prepares and submits annual accreditation review reports to management.
- Coordinates administrative reports and documents to record activities, accomplishments, and needs of the UFL to include equipment and resources to record laboratory activities to meet accreditation standards.
- Develops and ensures maintenance of record keeping processes to retain all manuals, reports, and

records pertinent to corrective actions, security/safety issues, proficiency testing, and training/education, and quality assurance activities affecting all laboratory operations and staff.

- Monitors laboratory practices to identify deficiencies and ensure adherence to laboratory protocols, procedures, and continuing compliance with accreditation standards.
- Studies technical problems, proposes corrective actions, and verifies implementation to address discrepancies identified from proficiency tests, external laboratory audits/inspections, or complaints.
- Relative to quality assurance activities and compliance, prepares and provides court testimony, monitors and evaluates court testimony, and evaluates case review procedures.
- Instructs assigned staff on administrative, technical, and security policies and protocols; explains application of policies and procedures to specific work assignments and circumstances.
- Recommends training to improve the quality of the skills and proficiency of all laboratory staff; trains and informs staff of changes in laboratory protocols and procedures, accreditation standards, and quality assurance needs.
- Attends conferences and training to keep current with developments in professional/legal and accreditation standards that affect crime laboratories; reviews scientific/professional reports to be informed of issues facing the functions directed.
- Prepares and coordinates the preparation of accreditation applications and supporting documentation to include development of action steps and time schedules for ensuring continuing accreditation of each laboratory function.
- Assesses needs, researches technical options, and participates in the development of proposals or specifications for automated record keeping systems and databases.
- Tracks grant expenditures and submits regular reporting
- Reviews laboratory requests according to suitability and acceptance guidelines
- Performs related work as assigned.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Extensive knowledge of modern forensic laboratory equipment and procedures.
- Extensive knowledge of criminal acts, methods of operation and investigative procedures.
- Extensive knowledge of all areas of Criminalistics.
- Considerable knowledge of criminal law, criminal court proceedings and rules of evidence.
- Knowledge of law enforcement accreditation standards at the Sheriff's Office and UFL.
- Knowledge of computers and commonly used computer software programs.
- Ability to operate computers and commonly used computer software programs, as well as any other standard office equipment as required by position.
- Ability to give acceptable expert testimony in courts of law.
- Ability to establish and maintain effective working relationships with superiors, coworkers and other law enforcement/judicial personnel.
- Ability to communicate effectively in verbal and written English, to include public speaking.
- Ability to apply sound reasoning and decision-making.
- Ability to interact in a professional manner with all staff.
- Ability to get along well with others.

#### **MINIMUM QUALIFICATIONS:**

**EDUCATION:** Bachelor's Degree in Forensic Science, Natural Sciences, Criminalistics or a closely related field.

**EXPERIENCE:** Two (2) years' experience performing crime scene and/or laboratory duties associated with the processing of evidence in a law enforcement agency.

**OR**

Any equivalent education and experience that satisfies the requirements of the job as approved by the Sheriff.

**CERTIFICATIONS / LICENSES:** None

**PREFERRED QUALIFICATIONS:**

**EDUCATION:** Master's Degree in Forensic Science, Natural Science, Criminalistics, or a closely related field.

**EXPERIENCE:** Three (3) years' experience performing crime scene and/or laboratory duties in a law enforcement agency, or experience with ISO/IEC 17025 in a laboratory setting.

**NECESSARY SPECIAL REQUIREMENTS:**

- Must obtain CPR and First Aid certification within the initial probationary period.
- Must possess a valid Colorado Driver's License.
- Must complete initial probationary period and training successfully.

**PHYSICAL DEMANDS:**

The following are some of the physical demands commonly associated with this position. They are included for informational purposes and are not all inclusive.

Occasionally: Activity exists less than 1/3 of the time.

Frequently: Activity exists between 1/3 and 2/3 of the time.

Constantly: Activity exists more than 2/3 of the time.

- Spends 70% of the time sitting and 30% of the time either standing or walking while in the field or office.
- Occasionally pushes, pulls, climbs, balances, stoops, kneels, crouches, reaches, handles and feels while in the field and laboratory.
- Constantly uses oral and auditory capacity enabling interpersonal communication as well as communication through automated devices such as the telephone.
- Constantly uses visual and fine/gross motor skills enabling the use of office and field equipment.
- Constantly interacts with co-workers and agency members in person and over the telephone, requiring adequate hearing.
- Occasionally may need to lift up to 20 lbs. Frequently lifts 10 lbs. or less.

**JOB-RELATED CONTACTS:**

Personal contacts with individuals occur on a daily basis. Contacts include interaction with supervisors, co-workers, other law enforcement/judicial personnel, and the general public.

**WORK ENVIRONMENT:**

Work is generally confined to a standard office/laboratory environment; however, some exposure to inclement weather exists during crime scene examinations. Other hazards may include exposure to harmful chemicals, carcinogenic substances and fumes, although safeguards are provided.

**BIO-HAZARD NOTICE:**

This position has been determined to be an EXTREME exposure risk to "biohazards" including, but not limited to, viruses, toxins, and blood-borne pathogens, such as HIV/AIDS (human immunodeficiency virus/acquired immunodeficiency syndrome), HBV (hepatitis B virus), and air-borne transmissions of TB (tuberculosis). Members are advised that exposure to a "biohazard" may result in severe illness and/or death. Members are required by agency policy to use protective equipment and clothing. Inoculation may be required to prevent and/or treat exposures to "biohazards".

**YOU MUST PROVIDE A CURRENT VALID EMAIL ADDRESS FOR APPLICATION STATUS  
NOTIFICATIONS (only one email address is accepted by the system).**

## **BENEFITS:**

Arapahoe County Sheriff's Office employees are provided benefits to include, but not limited to, medical insurance, dental insurance, vision insurance, retirement plan and paid time off. For a complete summary of benefits review them at: **2026 Benefits Summary**.

## **401(a) DEFINED BENEFIT RETIREMENT PLAN:**

Arapahoe County Sheriff's Office employees participate in a mandatory defined benefit program designed to help employees establish a source of income for retirement years. Through the Plan, eligible employees must set aside 9.00 percent, which is subject to change in the coming years, on a pretax basis of which the County matches at 9.75%. The County also contributes 6.2% to Social Security.

## **APPLICANT DISQUALIFICATION FACTORS:**

Applicants are advised that areas for disqualification from further consideration include, but are not limited to, the following:

- **Illegal Drug Use** – *Marijuana use will be evaluated on a case-by-case basis.* Applicants who have used any other illegal drug use within the past five (5) years will be disqualified.
- **Any felony conviction**
- **Any conviction involving an act of Domestic Violence**
- **Driving Record** - This includes receiving a DUI within the past five (5) years, having your driver's license suspended for any reason within the past five (5) years, and having five (5) or more tickets within the past five (5) years.
- Outside activities which may be deemed a conflict of interest
- Revelation or discovery of assaultive behavior
- Documented record of prior poor work performance
- Unsuccessful completion of any basic requirement
- Inability to perform the essential functions of the position
- Police history - type, frequency and nature of contact(s)
- Providing false or misleading information during the application/selection process

It is the policy of the Sheriff's Office to not discuss the reasons why applicants were not selected for hire. There is no flexibility to this policy. Applicants may be notified of their disqualification at any point in the selection process. If you receive such a notice, it simply means that you do not meet our standards at this time. Receiving this notice does not indicate that you are ineligible to apply with other agencies.

## **REQUIRED EXAMINATIONS:**

The screening process for any position within the Sheriff's Office may include written test(s), an oral interview, skills test(s) and/or other selection methods designed to measure applicants' ability to perform the essential functions of the job they are seeking.

Additional required tests/examinations also include:

- Phase I Suitability Exam
- Polygraph Examination

Additional screening may include:

- Psychological Evaluation
- Medical Examination, including a drug screen
- Background Investigation - This will include, but is not limited to, contact with the applicant's former employers, associates, neighbors and other pertinent sources. Applicant's military history, school records, police records and driving record will also be investigated. All examinations are conducted by qualified/licensed individuals designated by the Sheriff's Office at the Sheriff's Office expense.

## **EXPECTED DURATION OF THE APPLICATION PROCESS:**

Due to the nature of the application and selection process for the Sheriff's Office, applicants can reasonably expect the application process to take a significant amount of time to complete before a decision is made to hire or not to hire. Typically, it takes approximately six (6) to twelve (12) weeks from the date of application to complete the entire selection process. The length of time it takes to complete the process can vary depending on a variety of factors. Please note that this is an estimated duration of the selection process.

#### **WORK SCHEDULES:**

Employees are required to work the time periods and/or shifts, rotational and/or stationary, and location assignment, consistent with the needs of the Sheriff's Office.

#### **DUTY ASSIGNMENTS:**

All applicants hired by the Sheriff serve at the pleasure of the Sheriff of Arapahoe County and may be assigned to any of the agencies bureaus, sections or units at the discretion of the Sheriff or his duly appointed representative. Employment is at the will and pleasure of the Sheriff, per Colorado State Statute: 30-10-506. Written policies and other manuals do not alter the at will status of employment.

#### **COMMUNITY POLICING:**

The Arapahoe County Sheriff's Office is committed to the implementation of the community-policing concept. Community policing is an organizational strategy and philosophy which emphasizes problem solving partnerships between the Sheriff's Office, neighborhoods, and businesses working together to create a better quality of life within the community.

#### **INITIAL STATUS PERIOD OF EMPLOYMENT:**

Successful applicants are subject to an initial status period of employment. This initial status period is twelve (12) months for all positions. The initial status period is regarded as part of the applicant's examination process and will be utilized for purposes of employee evaluation, training and adjustment to the demands of the profession. New employees, who fail to perform satisfactorily during the period, may be separated from the Sheriff's Office, depending on the circumstance of each case.

#### **POLICY ON REAPPLICATION:**

Applicants who failed a written test may reapply and retest no sooner than three (3) or six (6) months (position dependent) from the date they took the written test. Applicants who failed an interview may reapply and retest no sooner than six (6) months from the date they received notification of non-selection. All other applicants who are disqualified can reapply with the Sheriff's Office no sooner than one (1) year from the date of notification of non-selection.

**This job announcement does not constitute a contract of employment. Should there be any discrepancy or error in this job announcement, the applicable policy or pay rate will apply. The Sheriff's Office retains the right to amend this job announcement at any time without notice.**

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

Should you require an accommodation to apply for this position, please contact Human Resources.

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