

**Position Title:** Forensic Service Administrator – Dallas Police (Civil Service)

**Posting Dates:** 4/5/2026 – 4/14/2026

**Please submit all applications via the link below:**

<https://dallascityhall.wd5.myworkdayjobs.com/CODCareers>

## **Position Details:**

### **Overview**

The Forensic Services Administrator performs highly advanced and complex management, oversight, and coordination in the planning, development, management, and administration of the Crime Scene Response Section (CSRS) of the Police Department.

### **Essential Functions**

- 1** Develops, establishes, and implements procedures, policies, and protocols to ensure compliance with national crime laboratory accreditation regulations and standards; ensures forensics activities and lab operations are performed in compliance with local, state, and federal laws and regulations.
- 2** Oversees, develops, and evaluates the preparation of short and long-range budgets; determines budget needs, makes budget requests, and ensures all necessary funds are available for activities and operations.
- 3** Establishes short-, mid- and long-term goals and objectives; develops, and approves schedules, priorities, and standards for achieving goals and directs performance evaluation activities.
- 4** Plans and maintains a professional development program for employees; provides training and educational enrichment opportunities to ensure all work is done to the highest of standards and in compliance with regulatory agencies.
- 5** Prepares applications and documentation for grant funds; completes and submits applications, tracks grant funding, and monitors all fund documentation.
- 6** Researches and implements new technologies to increase efficiency, improve operations, and facilitate accuracy and transparency.
- 7** Represents the Police Department on forensic science issues at the legislature and other organizations.

**8** Serves as a liaison between the Police Department and other agencies regarding scientific matters, equipment and supply procurement, laboratory safety, preparation and maintenance of laboratory records or procedures, and reference files.

**9** Reviews, evaluates, and checks the work product of Forensic staff to ensure compliance with Standard Operating Procedures, Occupational Safety and Health Administration (OSHA) and Office of Environmental Quality regulations and guidelines, and State laws concerning admissibility of evidence and Automated Fingerprint Identification System (AFIS) requirements.

**10** Evaluates, monitors, and checks subordinates' work performance in the laboratory or in the field.

**11** Inspects, monitors, evaluates equipment, information, and work-related conditions to determine compliance with prescribed operating and safety standards, regulations, and guidelines including manufacturer's specifications on scientific equipment and national crime laboratory accreditation standards.

**12** Performs any and all other work as needed or assigned.

### **Knowledge and Skills**

**1** Extensive knowledge of management and operations of an accredited forensic lab.

**2** In depth knowledge of forensic sciences.

**3** In depth knowledge of Chemistry, Biology, Physics, or Criminalistics/Forensic Science

**4** Knowledge of and ability to write proposals for and manage large forensic grants of \$2,000,000 and greater.

**5** Knowledge of handling confidential and sensitive information.

**6** Experience in an ASCLD/LAB accredited laboratory.

**7** Communicating effectively verbally and in writing.

**8** Establishing and maintaining effective working relationships.

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION:**

- Bachelor's degree in Forensic Science, Criminal Justice, or Natural Sciences, or a related discipline within these fields.

#### **EXPERIENCE:**

- Nine (9) years of experience as a criminalist in a recognized criminal/crime scene laboratory actively engaged in forensic sciences.

**AND**

- Five (5) years of supervisory/management experience in a crime laboratory/crime scene unit (This experience may be included in the required experience listed above).

**EQUIVALENCY(IES):**

- Associate degree (or higher) in any field plus eleven (11) years of the required work experience including five (5) years of the stated supervisory/management experience in a crime laboratory/crime scene unit will meet the education and experience requirement.
- Master's degree in a required field plus seven (7) years of the required work experience including five (5) years of the stated supervisory/management experience in a crime laboratory/crime scene unit will meet the education and experience requirement.

**LICENSE(S) and/or CERTIFICATION(S):**

- Valid driver's license with good driving record.
- A current license or certification from a professional organization (IAI / TFSC / AFTE) is *preferred*.

**OTHER REQUIREMENT(S):**

- Must pass intensive background check required (**No Felony or Class A Misdemeanor convictions**).