



Forensics Proficiency Testing

Collaborative Testing Services

Position Bulletin:
Forensics Test Administrator

Opening Date: March 19, 2024

Closing Date: Until filled

Job description

Our company is seeking a detail-oriented individual for a position as a Contractor to coordinate the Crime Scene Processing On-Site proficiency test. Responsibilities include the planning and production of forensic crime scene processing proficiency tests, observational data collection, data entry to include the analysis of client results, and the creation of reports.

Job Type: Contractor, Hourly Rate: \$50.00, Travel expenses and daily allowances paid by CTS

Location: Client Locations, Hours: Daily hours vary and dependent on the client location and specifications

To Apply

Submit your resume and a cover letter stating the reasons for your interest in the position and explaining what skills or experiences make you qualified for this job to fsjobs@cts-interlab.com.

Physical Demands

- This position may need to lift 100+ pounds on occasion and 40+ pounds frequently
- Regularly required to sit, stand, bend, reach, pull, lift, and carry throughout the day

Position Responsibilities

- Plan and coordinate crime scene proficiency testing activities at client locations following CTS' quality system
- Capable of setting up camera and computer equipment
- Manage client data including review/analysis of results
- Produce and disseminate client reports
- Attend technical meetings, educational opportunities, and trade shows as a vendor
- Work regularly with customers
- Research and develop new test ideas
- Travel domestically and internationally throughout the calendar year (valid passport required)

Qualifications

- Bachelor of Science in Forensic Science, other related fields, or relevant experience is preferred, but not required
- Education/experience in Crime Scene Processing techniques and skill sets is strongly desired
- Strong customer service and written/oral communication skills
- Familiarity with computer programs including Microsoft products and Crystal Reports
- Strong attention to detail and the ability to review and analyze data
- Self-motivated and the ability to work independently

Background check will be required prior to hiring. COVID vaccinations are required.

Collaborative Testing Services (CTS) is a private company located in Sterling, Virginia that has operated interlaboratory testing programs for a variety of industries since 1971. Our clients include forensics, metals, polymer, agriculture, wine and forest product laboratories from more than 100 countries. CTS sets the standard for interlaboratory programs and serves a vital role in helping laboratories demonstrate the reliability of their test results.