



Evidence Custodian/Case File Manager

Highlights:

- Dynamic forensics team with many opportunities CONUS and OCONUS
- Work with other forensic experts in various fields to support global forensics and biometrics labs both in the US and OCONUS.
- This contract supports the overall Identity Management concept within the military services
- Obtain some or enhance your experience working in a fully-functional government laboratory working closely with other forensics experts.

Tasks:

- Receive, inventory, safeguard, preserve, transport, and dispose of captured material presented to labs as outlined in the SOPs and/or DoD regulations (i.e., Army Regulation 195-5 for Evidence Procedures).
- Handle hazardous materials with appropriate procedures and markings for all storage, processing, and transporting.
- Assist in the execution of all maintenance and operational duties in support of the lab. Types of duties could range from scheduling gas/water deliveries to transporting case files and capture materials.
- Ensure that all documentation and information needed for the case file are received, a case file number is assigned, and disciplines are assigned within the automated tool.
- Actively participate in the management of case files as it relates to the captured material chain of custody, establishing case file exhibit listings and discipline assignments.

Required Qualifications:

- Two (2) years in a forensics lab showing expert knowledge of tracking and managing of evidence through the different forensic disciplines while maintaining accurate and traceable chain of custody.
- Ability to effectively communicate orally and in writing. (i.e., experience in writing technical reports, presenting briefs).
- Professional proficiency with Microsoft Office tools such as Word, Excel, PowerPoint, and Outlook to effectively and accurately present briefings, findings and recommendations to all levels of management and to represent the forensic labs in varied capacities.
- Knowledge of logistics (shipping, receiving, ordering) for forensic lab necessities.
- Four (4) years of military operations experience with knowledge of military structures and procedures, Experience with Army Regulation 195-5, Evidence Procedures and the DFSC evidence handling standard operating procedures as well as the range of administrative laws, regulations and precedents applicable to the administration of a forensics laboratory.
- Proficiency with utilizing automated tools/databases such as WEAT, ABIS, AFIS, CODIS, CIDNE, EODIMS, etc.
- US Citizen
- Able to obtain a US Secret Clearance and US Passport (those who already possess US Secret Clearance and passport preferred).
- Meet government requirements for medical fitness
- Work: Rotate between normal CONUS 40hour work schedule in Atlanta and an OCONUS work schedule up to 84 hours/week.
- Attend pre-deployment training
- Able to lift 70 lbs. to a working height of 48 inches
- Able to perform general office and laboratory duties/functions

US Clearance: Current US Secret Clearance

HQ Location: Arlington, VA

Work Locations: Atlanta, GA and OCONUS

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



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