Houston Forensic Science, Inc. (The Houston Forensic Science Center) is an independent organization created by former Houston Mayor Annise Parker and the Houston City Council to provide forensic science services formerly delivered by the Houston Police Department. Houston Forensic Science, Inc. has been officially registered as a Texas Local Government Corporation* since June 26, 2012.

Houston Forensic Science Center is seeking (2) two full-time Crime Scene Investigators (CSIs) for entry level positions.

**POSITION SUMMARY**
Houston Forensic Science Center’s Crime Scene Section is seeking two (2) Crime Scene Investigator to join a team of highly motivated professionals in our ISO 17025 accredited section. These positions are entry level opportunities where the successful candidates will receive off-site and on-site, extensive group and one on one training in the forensic field of crime scene investigation. The selected candidates will begin their training off-site at the UT National Forensic Academy (NFA) in Oak Ridge, Tennessee (near Nashville) for 10 consecutive weeks beginning on September 23, 2021.) The training curriculum consists of 400 hours of training; 170 hours of in-class work; and 230 hours of field practicum. During the 10 weeks, students will be responsible for several educational objectives including quizzes, tests, case files, research papers, and various other hands-on experiences. At the end of the course, students can expect to complete a written post-test as well as complete the online portfolio with all demonstrated work submitted into Google Classroom. (For more information about the academy, visit their website at [http://leic.tennessee.edu/home/training/forensic-training/national-forensic-academy/](http://leic.tennessee.edu/home/training/forensic-training/national-forensic-academy/)

Each selected candidate will receive a salary while attending the training academy. The academy tuition will be paid by HFSC and includes lodging. Upon successful graduation from the National Forensic Academy, the trainees will continue their training on-site at Houston Forensic Science Center in Houston, Texas.

The Crime Scene Investigator is responsible for identifying, documenting, collecting, preserving and interpreting evidence from complex and high-profile crime scenes, typically in conjunction with an ongoing police investigation. The qualified applicant must have the ability to work any shift as the crime scene unit is a 24X7 operation with rotating days off. Crime Scene Investigators may be subject to on-call during off shift hours when necessary. Specific duties of that position may include but are not limited to the following:

- Process complex crime scenes, including the identification, documentation, collection, preservation, and submission of physical evidence and produce detailed offence reports.
- Process for latent prints
- Process for touch DNA and other biological fluids
- Photograph and videotape major crime scenes.
- Produce detailed crime scene diagrams.
- Complete specialized classroom and on-the-job training as required.
- Perform other duties as assigned.
- Testify in a court of law as an expert witness

**MINIMUM EDUCATIONAL REQUIREMENTS**
A Bachelor’s degree in Forensic Science, Criminalistics, Biology, Chemistry, Criminal Justice, or related field from an accredited college or university is required. Direct working experience in a Forensic or Criminal Justice environment may be considered in lieu of degree.
MINIMUM EXPERIENCE REQUIREMENTS
A minimum of one experience as a CSI is required. Direct working experience in a forensic environment or related criminal justice or law enforcement environment may be considered in lieu of CSI experience. In addition to the education requirements, applicants must be willing to reside in Oak Ridge, Tennessee for their initial 10 weeks of training.

KNOWLEDGE AND SKILL REQUIREMENTS
- Excellent interpersonal skills, with the demonstrated ability to interact effectively with citizens or family members who are experiencing traumatic events such as a horrific crime.
  - Ability to stand and walk around for extended periods of time.
  - Ability to complete tasks regardless of the weather or temperature.
  - Ability to complete tasks regardless of foul odors or insect activity.
  - Ability to lift and carry, push or pull up to 150lbs.
- Ability to work unsupervised or in a small group after completion of the appropriate training, completing complex tasks and procedures with minimal or no guidance.
- Exceptional written and verbal communications skills.
- Possession or the ability to obtain a Texas Drivers’ License to operate a vehicle loaded with crime scene unit equipment and tools.
- Proven expertise in Microsoft Office applications, specifically Word, Excel, PowerPoint, and Outlook, and Microsoft’s cloud-based service, SharePoint, is required. Working Access is a plus.
- Ability to work extended hours with little or no advance notice.
- Ability to meet the following physical requirements with or without accommodations.

HOW TO APPLY
Interested applicants meeting the minimum qualifications may apply via the HFSC website, www.houstonforensicscience.org. To be considered, please attach all of the following as your application:
- Resume or CV
- A cover letter of at least 500 words indicating your motivation in becoming a Crime Scene Investigator.

Houston Forensic Science, Inc. is an Equal Employment Opportunity Employer

*A “local government corporation” is an independent organization that includes the participation of one or more governmental agencies.*