Ideal Innovations Incorporated

Sample Inventory, Control, and Management (SICM) Specialist

Level 1

Highlights:

You'll be…
- Joining a dynamic forensics team with many opportunities to grow professionally
- Work within the FBI with other forensics experts to support the FBI mission
- Experiencing a unique opportunity to work with the FBI laboratory
- Obtaining some or enhancing your experience working in a fully functional government laboratory working closely with other forensics experts

Typical Day:

The SICM Specialist provides evidence inventory services to properly inventory and maintain chain-of-custody of all evidence and forensic materials entering the facility. Note: Purpose of this performance work structure includes evidence database samples.

Tasks:

Train within the FBI laboratory to reach competency in the following tasks:

- Receive, accession and prepare DNA database samples and/or boxes of forensic evidence or related materials - perform plate preparation and plate creation processes including punching samples into plates using automated punch workstations

- Open and inventory contents of boxes.
- Create laboratory worksheet from templates as necessary; enter data (laboratory number, case ID number, Questioned / Known numbers, and descriptions.
- Create master and unit chain-of-custody forms.
- Enter data into the Sample Tracking and Control Software (STACS) system and / or FA, create examination plan, and generate barcode labels.
- Stage boxes and documentation for processing by unit specific teams.
- Prepare boxes for proper storage
- Load and unload boxes of evidence and forensic materials, including examination supplies and chemicals.
- Maintain data/inventory of boxes of evidence and forensic materials received, in process, and returned to contributor.
- Perform general shipping / receiving duties.
- Use the current STACS and / or FA software for evidence inventory, tracking, and flow.
- Maintain proper chain-of-custody of all forensic material under examination.
- Support activities, functions, or duties, as defined in future TOs.
- Communication with contributors as necessary.
- Prepare administrative files on the evidence or samples
- Interact and collaborate with other group/team members and other forensic staff to ensure a high quality and accurate product.

Required Qualifications:

- Education: B.S. degree in science disciplines, criminal justice, or related field from accredited university/college.
- Experience: six (6) months of evidence inventory, control and management experience or other forensic laboratory experience.

- Skills: Computer data entry, course work in forensics, attention to detail, familiarization with QA / QC, experience with a LIMS.
- Specialized Requirements: Must successfully complete and pass the FBI Laboratory/Unit specific training requirements and must successfully complete an FBI competency test within the time period as set forth by the FBI Laboratory/Unit specific program.

Clearance: US DoD/DOJ Interim Top Secret or Top Secret (US citizenship required)

Location: Quantico, VA

Shift: Normal Day Shift

Apply: Online at https://www.idealinnovations.com/careers

Ideal Innovations, Inc. is an Equal Opportunity Employer:
All qualified applicants will receive consideration for employment without regard to race, color,
religion, sex, national origin, sexual orientation, gender identity, disability, or veteran status.
Ideal Innovations, Inc. is a VEVRAA Federal Contractor.