



Houston Forensic Science Center, Inc.

500 Jefferson 13th Floor

Houston, TX 77002

Experienced Crime Scene Investigator

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

POSITION SUMMARY

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.

The HFSC President & CEO can declare a state of emergency in the event of a natural disaster or a major unexpected event. Crime Scene Investigators are essential personnel and will be activated to go into a modified schedule to fill the operational needs of the company during emergency events.

Principal responsibilities of the position include, but are not limited to, the following:

- In accordance with standard operating procedures and quality standards, process complex crime scenes, including the identification, documentation, collection, preservation, and submission of evidence. Documentation includes, but is not limited to:
 - Photographs and video.
 - Sketching.
 - 3D Scanning.
 - Detailed notes.
 - Produce reports based on documentation collected from scenes.
 - Display professionalism in the workplace. Demonstrate the ability to work independently and as a team member.
 - Achieve and maintain competency through continued training and yearly proficiency testing in crime scene investigation.
 - Testify in court.
- Perform other duties as assigned

MINIMUM EDUCATIONAL REQUIREMENTS

- A bachelor's degree in a related physical science, criminal justice, or forensic science is required. Relevant experience as a crime scene investigator may be considered in lieu of a degree.
- A current IAI (International Association for Identification) Certification as a crime scene investigator or analyst is strongly preferred prior to hire; the successful applicant must be able to achieve certification within one year of hire. Certification must be maintained throughout employment with Houston Forensic Science Center.

MINIMUM EXPERIENCE REQUIREMENTS

A minimum of two years recent full-time continuous direct experience performing the duties of a crime scene investigator is required.

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 work unsupervised or in a small group after the completion of appropriate training, completing complex tasks and procedures with minimal or no guidance.
- Ability to demonstrate critical thinking skills to adequately assess a crime scene Exceptional written and verbal communication skills.
- Possession or ability to obtain a Texas driver's license.
- Ability to operate a large vehicle loaded with Crime Scene Unit equipment and tools.
- Proven expertise in Microsoft Office applications, specifically Word, Excel, and Outlook, is required.
- Working knowledge of a Laboratory Information Management System (LIMS) and Microsoft Access is preferred.
- Ability to meet the physical requirements with or without accommodations.
 - Ability to stand and walk around for extended periods of time.
 - Willingness to work extended hours with little or no advanced notice.
 - 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 50 lbs.
 - Ability to stand, sit and walk for prolong periods of time.

COMPENSATION AND BENEFITS

HFSC offers competitive compensation based on job-related experience, education and professional credentials. The HFSC Career Ladder and Merit Increase programs offer the opportunity for continued salary growth after hire. The base annualized compensation for a new hire meeting the minimum requirements for a Level I CSI begins at \$52,818 (\$25.39/hr.). Level II base compensation begins at \$58,100 annualized (\$27.93/hr.). Level III base compensation begins at \$63,910 annualized (\$30.73/hr.). Level IV is also available for a successful applicant with more than 10 years of direct experience as a CSI and an advanced degree or certification.

HFSC also offers a robust employee benefits plan including health insurance, generous paid time off and a retirement savings plan with a company contribution for participants.

CONTACT INFORMATION

Interested applicants fitting the job qualifications may apply via the HFSC website:

www.houstonforensicscience.org

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

**A "local government corporation" is created to aid and act on behalf of one or more local governments to accomplish any governmental purpose of those governments.*