



## Houston Forensic Science Center

500 Jefferson, 13<sup>th</sup> Floor  
Houston, TX 77002

### Manager – LATENT PRINT

Houston Forensic Science Center (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 (HPD). Houston Forensic Science Center has been officially registered as a Texas Local Government Corporation\* since July 2012.

**Human Resources is currently recruiting for the role of Manager of the Latent Print section.**

#### **POSITION SUMMARY**

Reporting to the Chief Operations Officer of Houston Forensic Science Center, the Manager of the Latent Print Section will manage the daily activities of a team of Latent Print Examiners and/or Technicians.

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

- Manages and monitors professional and technical personnel, work assignments, staff development, and job performance in the Latent Print section.
- Provides professional, technical, and administrative training, guidance, and support.
- Performs technical and/or administrative review of casework.
- Develops and/or revises standard operating procedures, goals and objectives, techniques, policies and reports in collaboration with the Latent Print Technical Leader.
- Selects and supervises direct reports.
- Assists senior management as needed.
- Coordinates the preparation, implementation, and monitoring of the Latent Print section budget and expenditures.
- Identifies the section's personnel, equipment, and supply needs.
- Ensures compliance with all applicable regulations, policies, work procedures and instructions.
- Supervises special projects and generation of special reports.
- Provides technical guidance and assistance to indirect reports and to other HFSC staff members and clients as requested.
- Serves as a liaison between the section and various stakeholders.

#### **MINIMUM EDUCATIONAL REQUIREMENTS**

Bachelor's Degree in Chemistry, Biology, Biochemistry, or a related science or criminal justice field is required. Relevant experience as a Latent Print Examiner may be considered in lieu of a degree. Incumbent **must** hold certification as a Latent Print Examiner by the International Association for Identification.

#### **MINIMUM EXPERIENCE REQUIREMENTS**

A minimum of seven years of experience as a Latent Print Examiner is required. A minimum of 3 years in a leadership role is also required. The successful applicant must also have experience in providing testimony in a court of law as an expert witness for latent print analysis.

### **KNOWLEDGE AND SKILL REQUIREMENTS**

- Exceptionally skilled in establishing, implementing and continually enhancing policy, procedures and practices
- Demonstrated knowledge of ISO 17025 standards
- Demonstrated leadership abilities
- Demonstrated skill in effective oral and written communications
- Demonstrated ability to establish and maintain effective working relationships with co-workers, customers and the general public
- Demonstrated ability to work with frequent interruptions and changing priorities
- Demonstrated skills in handling multiple tasks and prioritizing work assignments
- Working knowledge and experience with a Laboratory Information Management System (LIMS).
- Proficiency in Microsoft Office applications, specifically Word, Excel, PowerPoint, and Outlook, and Microsoft's cloud-based service, SharePoint

### **CONTACT INFORMATION**

Interested applicants meeting the job requirements may apply via our website,  
[www.houstonforensicscience.org](http://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.*