

Local CODIS Administrator

Charleston County Government

Department: Biological Science Center

Salary

\$85,509.00 - \$111,987.00 Annually

Apply Here:

<https://www.governmentjobs.com/careers/charlestoncounty/jobs/4936749/local-codis-administrator>

Description

Our Center is seeking a highly skilled and experienced Local CODIS administrator to oversee our forensic DNA database operations. The ideal candidate will be someone who is responsible for the administration and security of the laboratory's local CODIS operations, ensuring compliance with federal and state standards while facilitating effective match management.

This role is crucial in providing potential investigative leads to criminal justice partners across the Tri-County region.

The Local CODIS Administrator is a key member of our team, responsible for ensuring the highest level of quality in our laboratory operations. The successful candidate will lead, manage, participate in, and be accountable for the CODIS operations of the forensic biology laboratory. They will administer and maintain the laboratory's CODIS network in accordance with state laws and NDIS operational procedures.

HIRING RANGE: \$85,509 - \$111,987 (Commensurate with education and experience)

OPEN UNTIL FILLED – APPLICATION REVIEW BEGINS IMMEDIATELY

Duties and Responsibilities

In this role, the Local CODIS Administrator will ensure the quality and security of data stored in CODIS and review and disposition DNA profile matches according to established guidelines. Travel to external training will be required to gain understanding of emerging technologies and best practices.

This position involves scheduling and documenting CODIS training for section laboratory analysts

and conducting relevant training for local agencies. The Administrator will assist in formulating laboratory policy, develop section-specific procedures and training manuals, and monitor laboratory practices to verify continuing compliance with policies and procedures.

The incumbent will serve as the primary point of contact for CODIS-related inquiries and issues, perform routine backup of CODIS data, verify system integrity, and coordinate with other CODIS laboratories across the United States. They will be responsible for maintaining casework competency and technically reviewing casework to ensure that established laboratory procedures are used to form the basis for scientific conclusions.

Minimum Qualifications

Qualifications

- Bachelor's degree in Natural science, Forensic Science, or a closely related field required. Graduate degree preferred.
- Minimum of twelve (12) semester or equivalent credit hours of combined undergraduate and graduate course work in biochemistry, genetics, molecular biology, statistics and/or population genetics.
- A minimum of eight (8) years of professional experience in an International Organization for Standardization (ISO) accredited forensic science laboratory.
- Certification by the American Board of Criminalistics (ABC) preferred.
- Successful completion of auditor (Forensic Technical Assessor, FBI QAS auditor, etc.) training preferred.
- Must possess a valid SC Driver's License (or obtain within three (3) months of hire) and meet the requirements of the County's motor vehicle policy.
- Able to distinguish the full range of the color spectrum to perform forensic examinations
- Willingness to provide a DNA sample (mandatory condition of employment)