



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **FORENSIC LABORATORY CASE COORDINATOR**
(Provisional* Appointment)

SALARY: \$44,636 - \$61,158 annually

LOCATION: Monroe County Department of Public Safety – Crime Lab

JOB SUMMARY:

This position, located in the Department of Public Safety is responsible for assisting all forensic sections within the Monroe County Crime Laboratory to ensure the efficient flow of cases by maintaining contact with submitting agencies to provide case status updates. The employee assists section supervisors with their workflow process to ensure efficiency. Responsibilities include communicating with submitting agencies to appropriately prioritize forensic cases, accepting priority requests from submitting agencies and distributing them accordingly, and providing case status updates to submitting agencies. Duties also include working with laboratory customers to identify inactive cases that no longer require testing and assisting higher-level staff with managing case workflow. The employee reports directly to, and works under the general supervision of, the Public Safety Laboratory Administrator or other high-level staff member. Does related work as required.

PROPOSED MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Forensic Science or one of the natural sciences** plus two (2) years paid full-time or its part-time equivalent experience handling evidence involved in criminal cases.

**Natural sciences includes Biology, Earth/Environmental Science, Botany, Chemistry, Zoology, and Physics or a sub-field of one of these broader fields.

SPECIAL REQUIREMENTS:

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:

Effective March 2024 through December 2024 Monroe County will be providing full-time employees a quarterly \$1000 retention payment.

ADDITIONAL INFORMATION (continued):

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

DEPARTMENT OF PUBLIC SAFETY – CRIME LAB
ATTN: JOHN CLARK
85 W. BROAD STREET
ROCHESTER, NEW YORK 14614

Posting Date: February 28, 2024

Posting Deadline: Until filled

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.