



# VACANCY ANNOUNCEMENT

**The Department of Health has a career opportunity for qualified candidates for the following position:**

Title <b>Forensic Scientist 3 [Classified Competitive]</b>			Salary <b>S30 \$84,177.83-\$120,127.43</b>
Posting Number <b>523-21</b>	Position Number <b>950398</b>	Number of Positions <b>1</b>	Posting Period * From: <b>10/05/2021</b> To: <b>10/19/2021</b>
Location: <b>Office of the Chief State Medical Examiner, Northern Regional Medical Examiner Office State Toxicology Laboratory 325 Norfolk Street, Newark, NJ</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>

## GENERAL DESCRIPTION

The New Jersey Office of the Chief State Medical Examiner is seeking a candidate to oversee the day-to-day management and operations of the NJ State Toxicology Laboratory, who will function as the Deputy Chief Toxicologist, and work with the Executive Director to manage daily operations. The selected candidate will:

- Oversee assignment delegations and manage the workflow of the laboratory staff, to include time sheet approvals as well as evaluations (ePARS) for the staff
- Update, revise and, if needed, write new SOP's, and ensure that SOP manuals are both current and up-to-date and are appropriately distributed to all staff
- Oversee training and assessment of laboratory staff, and maintain up-to-date training records for the employees in accordance with CAP and ABFT guidelines
- Work with the Business Office and OCSME IT staff on purchasing and service requests/ contracts for all instruments in the Lab
- Provide oversight and monitor the quality and efficiency of the laboratory, including but not limited to monthly reviews of lab screenings and quality control of data
- Provide court testimony when needed.

Preference will be given to candidates who possess Fellow/Diplomate certification by the American Board of Toxicology and have experience in management/ supervisory techniques, including the ability to assign, instruct, motivate and supervise staff.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**EDUCATION:** Graduation from an accredited college or university with a Master's degree in Forensic Science, Chemistry, Biology, Bio-Chemistry. Degrees in related areas of biological or chemical science that contain a minimum of twenty-four (24) science semester hour credits in any combination of Forensic Science, Chemistry, Biology or Bio-Chemistry are considered acceptable in meeting the education requirement.

**EXPERIENCE:** Three (3) years of experience in performing comprehensive testing procedures to be utilized in conducting various types of chemical testing, retesting, analytical examination and analyses of bio-hazardous, organic and inorganic compounds and other matter conducted in a modern scientific, pharmaceutical, medical, forensic chemistry or DNA testing laboratory; one (1) year shall have been in a supervisory capacity.

**NOTE:** Applicants who do not possess the required Master's degree but who possess a Bachelor's degree in one of the four areas of science listed above, or possess a Bachelor's degree that includes a minimum of twenty-four (24) science semester hour credits in any combination of Forensic Science, Chemistry, Biology or Bio-Chemistry, may substitute one (1) additional year non-supervisory experience as indicated.

**NOTE:** Candidates that possess a Doctorate degree in Forensic Science, Chemistry, Biology, Bio-Chemistry or related physical science areas of study, may substitute said degree for two (2) years of the above denoted non-supervisory experience.

**NOTE:** Appointees will be required to possess various certifications to perform Forensic DNA Testing and analysis issued by the standards established by the Federal DNA Advisory Board, Scientific Working Group on DNA Analysis and Methods and the American Society of Crime Laboratory Directors for specifications and accreditation for various scientific sub-disciplines relevant to such testing procedures, practices and analysis to be considered as admissible in courts of law and other formal proceedings.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

#### IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:

**PSTSME@doh.nj.gov**

- Mail the required documents to:

**Jill Velez, Administrative Analyst 3  
Office of the State Medical Examiner  
Reference Posting #523-21  
New Jersey Department of Health  
PO Box 360  
Trenton, NJ 08625-0360**

#### Required documents:

- cover letter
- resume
- completed application, found at:  
<http://www.nj.gov/health/forms/dpf-663.pdf>

*\* Responses received after the closing date MAY be considered if the position is not filled.*

- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
- *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.*
- *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
- *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
- *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
- **The New Jersey Department of Health is an Equal Opportunity Employer.**
- **RESUME NOTE:** *Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*