



## **Job Announcement – Casework Administrator/Evidence Custodian ARP Sciences, LLC**

### **The Position**

ARP Sciences, LLC is seeking qualified individuals for a Casework Administrator/Evidence Custodian position within the Current Day Operations (CDO) Section, Armed Forces DNA Identification Laboratory (AFDIL), Armed Forces Medical Examiner System (AFMES). This position is for work under a Federal Government contract at Dover Air Force Base, DE. The contract ends September 29, 2017; thus, continued employment is contingent upon a new contract award. Salary is commensurate with experience, and includes health benefits and a competitive retirement program. ARP Sciences, LLC is an Equal Employment Opportunity/Affirmative Action employer.

### **Duties and Responsibilities**

The Casework Administrator/Evidence Custodian will perform administrative tasks for the CDO Section and be responsible for physical evidence, in the form of various biological specimens, submitted for DNA testing in support of current medico-legal death investigations by the AFMES or other missions for the Department of Defense. Duties will include:

- Receive, accession, store and/or return physical evidence while maintaining legal chain-of-custody and integrity of submitted specimens.
- Handle and photograph various biological specimens including, but not limited to, biological stains, human blood, oral swabs, hair, and cadaveric tissues, teeth, and bone.
- Complete data entry within AFDIL's Laboratory Information System Applications (LISA) and other databases.
- Track and issue DNA reports using LISA and the AFMES Tracking System (AFMETS).
- Create and edit monthly reports regarding case status and case tracking.
- Maintain and file case folders and other hard copy or electronic records for the CDO Section.
- Perform miscellaneous clerical and administrative duties.

### **Qualifications**

- Candidates must possess a Bachelor's degree in the liberal arts, business, natural or health sciences, or an Associate's degree in the liberal arts, business, natural or health sciences with two years of experience in a laboratory or administrative setting.
- Candidates must have experience with word processing and data basing software applications.
- Candidates with experience handling and accessioning biological specimens are encouraged to apply.
- Candidates must be able to successfully complete a National Agency Check with Inquiries (NAC-I) background investigation. The position does not require a security clearance but the individual may be required to obtain a government security clearance at a future date if handling classified information or materials.

### **Application Procedure**

Please send electronic copies of your cover letter, resume, and transcripts to Mr. Taylor M. Dickerson (taylor.m.dickerson2.ctr@mail.mil) and Ms. Susan Shelley (sshelley@arpoffice.net).

**Closing Date for Applications: 31 August 2017**