

Job Description

Forensic Casework Administrator

Department	Forensic Casework
Location	Abingdon
Summary of Job	To receive a broad range of samples from internal Sample Reception and to provide a range of administrative support to the scientific staff in the Forensic Casework group with occasional customer interface.
Reporting Structure	Reporting to Forensic Casework Administration Team Leader
Essential Functions	<ul style="list-style-type: none">• Receipt of exhibits into the Forensic Casework Department• Booking cases on to the Case Management System• Allocate storage areas for exhibits, in the exhibit room, either dry frozen or chilled items.• Update case-files and case management system with the storage location of exhibits.• Preparing exhibits for return to customers as per agreed customer protocols• Make enquiries via telephone calls or e-mails to resolve queries regarding cases and items received and assist in answering enquiries from customers.• Monitor and manage mailboxes for work requests and customer queries• Prepare DNA result print outs (EPGs) for the Reporting Scientists using interpretation software.• Filing of case files, pagination, archiving and general office filing.• Email and post Statements and Delivery notes to customers• Liaison with outside providers, administer the transfer of exhibits to subcontractors• General administration duties as designated by the Administration Team Leader• Provide Administrative Support to the Reporting Scientists.• Complete Non-Conformity Report (NCR) corrective actions under the guidance of the Team Leaders.

Job Requirements

Education

- Basic secondary education GCSE or A levels in a technical or scientific subject

Experience

- Previous experience of administration would be an advantage

Technical Skills

- Computer, keyboard and office skills
- Experience of word processing, spreadsheet and database packages – Word, Excel and Access
- General administration skills

Non-Technical Skills

- Good communication skills, the ability to work in a small specialist team
- Excellent organisational skills and the ability to keep detailed, accurate records

Physical Demands

- In light of the serious consequences of any error, this role requires meticulous attention to detail, accurate record keeping and a responsible attitude to the work being carried out. Forensic work has a very high media profile and any errors or lapses in quality would be likely to attract serious adverse publicity for Orchid Cellmark.
- In this job role the job holder will come into contact with a broad range of forensic samples including those from serious crime scenes and mass disasters. This could include post mortem samples.

Working Conditions

- Computer work station in a shared office / Laboratory