

Job Description

Forensic Administrator Sample Receipt and Returns / Destruction

Department	Forensic Crime Stain DNA
Location	Abingdon, UK
Summary of Job	<p>Working in a timely and accurate manner, receive a broad range of samples from our police (and occasionally other) customers and to provide administrative support to the scientific staff in the forensic laboratory with occasional customer interface. The role requires people to work as a team, with individuals also being assigned personal projects and major goals.</p> <p>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 DNA testing has a very high media profile and any errors or lapses in quality would be likely to attract serious adverse publicity for Cellmark.</p> <p>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.</p>
Reporting Structure	Team Leader Forensic Sample Reception or Returns
Essential Functions	<ul style="list-style-type: none"> • Receive and check in all incoming CS DNA cases, paying particular attention to continuity and integrity. • Accurately log all in-coming cases / samples on a computerised case tracking system. • Make enquiries via telephone calls or e-mails to resolve queries regarding cases and items received and assist in answering enquiries from customers. • Log and prepare exhibits for returning to customers or for destruction, liaising with Police Officers, Police Staff and couriers. • Update spreadsheets accurately. • Provide support to other Administration areas during busy periods, periods of sickness, annual leave, or as required. • General administrative duties as required. • Contribute to the review, updating and continuous improvement of all

related administrative procedures.

- Weigh up priorities throughout the day and manage their work in accordance with this.

Job Requirements

Education

- Sound basic secondary education GCSE or A levels

Experience

- Administrative background an advantage

Technical Skills

- Good computer, keyboard and office skills
- Ability to use word processing, spreadsheet and database packages – Word, Excel and Access

Non-Technical Skills

- Good communications skills and the ability to work in a small specialist team
- The ability to handle phone communication, occasionally under intense pressure situations
- Excellent organisational skills and the ability to keep detailed accurate records

Physical Demands

- Carrying of delivery bags and working whilst standing at a work station.

Working Conditions

- Computer work station in an air conditioned shared office / laboratory
- Due to the nature of the job there is a physical demand, and long periods of time can be spent stood at workstations, and manoeuvring exhibits.