

**JAMES MENDRICK**  
*SHERIFF*



**EDMOND MOORE**  
*UNDERSHERIFF*

**COUNTY OF DUPAGE**

June 6, 2022

**JOB ANNOUNCEMENT: FORENSIC SCIENTIST – Forensic Biology/DNA Analyst (experienced) or Trainee**

The DuPage County Forensic Science Center, a division of the DuPage County Sheriff's Office, is expanding our team with one additional position and seeking applicants for the position of Forensic Scientist – Forensic Biology/DNA Analyst or Trainee. The laboratory located in Wheaton, Illinois, is approximately 30 miles west of Chicago, Illinois. The laboratory holds ISO 17025 accreditation and provides forensic services to law enforcement agencies within DuPage County in drug chemistry, latent prints, forensic biology, and DNA.

**MINIMUM REQUIREMENTS**

- A Bachelor of Science degree from an accredited institution in biology, chemistry, or forensic science-related area.
- Successful completion of the educational requirements of the FBI Quality Assurance Standards for Forensic DNA Testing Laboratories - Biochemistry, Genetics, Molecular Biology, and Statistics (or population genetics).
- Ability to follow oral and written procedures and policies and the ability to read and comprehend authoritative directives, laws, and ordinances.
- Ability to communicate both verbally and written in order to exchange information.
- Working knowledge of computer software, including Microsoft Office suite and Adobe PDF.
- Ability to qualify as an expert witness and testify credibly in courts of law.
- *Additionally for Forensic Scientist Analyst (experienced):*
  - Successful completion of a training program in Forensic Biology and DNA analysis.
  - Working knowledge of ISO 17025 accreditation standards.
  - Ability to explain laboratory analysis techniques, procedures, and theories in a clear and concise manner such that non-scientists may understand the significance of the results obtained using these procedures.

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**POSITION INFORMATION**

***Forensic Scientist Trainee:*** Participate in and successfully complete a comprehensive training program. Upon work authorization in Forensic Biology, the analyst will conduct testing on criminal evidence to indicate or identify body fluids, prepare samples for DNA analysis, issue reports with results and testify in court as an expert witness (courthouse is within walking distance of laboratory). Upon work authorization in DNA, the analyst will conduct DNA analysis on various types of samples, issue reports, and testify in court. Additionally, the analyst will perform instrument maintenance and quality assurance duties. Technical and administrative reviews are also performed. This above information is not a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

***Forensic Scientist Analyst:*** Analyst must successfully complete onboarding, training/knowledge evaluation and competency testing. Upon work authorization in Forensic Biology, the analyst will conduct testing on criminal evidence to indicate or identify body fluids, prepare samples for DNA analysis, issue reports with results and testify in court as an expert witness (courthouse is within walking distance of laboratory). Upon work authorization in DNA, the analyst will conduct DNA analysis on various types of samples, issue reports, and testify in court. Additionally, the analyst will perform instrument maintenance and quality assurance duties. Technical and administrative reviews are also performed. This above information is not a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

**HOURS:** 37.5 hours per week.

**CLOSING DATE:** Applications postmarked no later than July 11, 2022. Electronic submissions will not be accepted. Transcripts are required for initial application.

**SALARY:** Commensurate with experience (Salary Range: \$48,269 - \$102,775.20)

**SERVICE:** Civilian (non-sworn)

**LOCATION:** 501 N. County Farm Road, Wheaton, IL 60187

**BENEFITS:** <https://www.dupageco.org/HR/Benefits/>

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**OTHER INFORMATION:** Selected candidate must provide a DNA sample via a buccal swab, fingerprint standards and pass a security background check.

**DIRECTIONS FOR APPLICATION:** Mail: (1) cover letter; (2) resume; (3) transcripts (undergraduate and graduate, unofficial sufficient for application) and (4) civilian employment application (available at [Civilian Application.pub \(myocv.s3.amazonaws.com\)](http://Civilian Application.pub (myocv.s3.amazonaws.com))) to:

Director Dragovich  
DuPage County Forensic Science Center  
501 N. County Farm Road  
Wheaton, IL 60187

*Applicants without the minimum requirements or unable to complete the application directions will not be considered for this posting.*

***The DuPage County Sheriff's Office is an equal opportunity employer.***