

Centre Receiving Officer – Talent Pool

The Centre of Forensic Sciences (CFS) provides scientific laboratory services in support of the administration of justice and public safety programs. Working at the new, state-of-the-art [Forensic Services and Coroners Complex](#), you will play a vital role in contributing to the provision of these services as a Centre Receiving Officer.

What can I expect to do in this role?

The Centre of Forensic Sciences accepts over 40,000 pieces of forensic evidence for testing each year. In the Centre's Receiving Office (CRO) where all forensic evidence is received, you will:

- Screen all incoming evidential material to ensure every case/item submission is in accordance with CFS policy and acceptance guidelines
- Cross reference incoming evidence against the CFS online submission to ensure all information is complete and accurate and that all necessary documentation has been provided
- Enter all items and cases into the LIMS (Laboratory Information Management System) by assigning LIMS numbers and entering/uploading all relevant information
- Ensure proper packaging of evidence and bar coding of all items or outer packaging
- Initiate the chain of custody for all items
- Provide clients with a record of receipt (i.e., evidence receipt) after processing is completed, as well as other client information sheets as required
- Confer with CFS section managers/staff from the appropriate scientific section regarding specific requirements in non-standard cases such as the processing of priority cases
- Advise police investigators, coroners, and other law enforcement officials on the protocols, practices and guidelines for the acceptance, collection, handling, storage, submission, disposal and return of evidentiary items.

Location: Toronto

How do I qualify?

****Assignment Instructions for Application****

As part of the application process, please read the following free access article (<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4779093/>) and respond to the following question:

“Please define chain of custody and summarize the recommendations suggested by the authors.”

Your response must be in your own words and limited to less than 150 words. Include your answer with your application and submit as one document (i.e., along with your cover letter and resume to JOB#133728). Please note that if you do not include a response to the question your application will NOT be considered further.

Technical Expertise

You have:

- Ability to understand and follow policies, practices, and procedures relating to the requirements for ensuring identification, security, integrity and continuity of forensic evidence.
- Demonstrated experience in handling and preserving a wide variety of biological and non-biological evidentiary material in accordance with all appropriate quality assurance and health and safety practices. Knowledge of ISO accreditation standards for laboratories
- Experience receiving, handling, tracking, shipping and disposing of samples as well as preparing items for appropriate storage (i.e. freezer, refrigerator).
- Attention to detail and critical thinking skills to accurately perform these tasks in a high volume, fast-paced environment.
- Ability to independently make decisions on these processes and work with a wide variety of sample types.

Computer Skills

- You have experience using specialized Laboratory Information Management.
- You have a working knowledge of general computer programs/tasks such as word processing, email and the use of databases.
- Sufficient computer literacy to learn new task-specific computer applications.

Interpersonal and Communication (oral and written) Skills

- You have demonstrated written, oral, and interpersonal communication skills.
- You can interact effectively with fellow team members, managers, and external clients and have experience working in a diverse team.

Organizational Skills

- You have demonstrated organizational skills to determine work priorities, effectively manage time and respond to client and CFS staff needs in an environment of changing pressures.
- You have demonstrated ability to assess and input a large volume of data while maintaining accuracy.

Salary Range: \$1,015.48 - \$1,207.39 per week

Additional information:

- 1 Permanent, 25 Morton Shulman Ave, Toronto, Toronto Region, Criminal Record Check
- Temporary, duration up to 12 months, 25 Morton Shulman Ave, Toronto, Toronto Region, Criminal Record Check

Note:

- The number of positions to be filled has not been identified at this time. This competition will be used to create an eligibility list of qualified candidates to fill upcoming opportunities within the next eighteen months following the closing date of the job ad posting.
- In accordance with the Ontario Public Service (OPS), Employment Screening Checks Policy (ESCP), the top candidate(s) may be required to undergo a security screening check. Refer to the above to determine the screening checks that are required for this position.

You will be responsible for obtaining the criminal record check at your own expense and provide it, along with your written consent, to the Transition and Security Office (TSO), Talent Acquisition Branch (TAB), HR Service Delivery Division (HRSD) to evaluate the results. If applicable, the TSO, with your written consent, will request and obtain any additional employment screening checks that were not obtained directly by you. (Note: If a Vulnerable Sector Screening Check is required, it must also be obtained in person at your local police service).

A record under the Criminal Code and/or other federal offence record(s) does not automatically mean you will be ineligible for the position. The employment screening check(s) will only be reviewed and evaluated by the TSO for the purpose of making a security clearance decision. The details of an individual's employment screening check(s) will be considered in specific relation to the duties and responsibilities of the position being filled. Employment screening check records will be maintained by the TSO and kept strictly confidential.

Please apply online, only, by **Monday, May 13, 2019**, by visiting www.ontario.ca/careers and entering **Job ID 133728** in the Job ID search field. Please follow the instructions to submit your application. Faxes are not being accepted at this time.

If you require accommodation in order to participate in the recruitment process, please contact us at www.gojobs.gov.on.ca/ContactUs.aspx to provide your contact information. Recruitment Services staff will contact you within 48 hours. Only those applicants selected for an interview will be contacted.

The Ontario Public Service is an inclusive employer. Accommodation will be provided in accordance with Ontario's *Human Rights Code*.

www.ontario.ca/careers