



# **Forensics Proficiency Testing**

*Collaborative Testing Services*

**Position Bulletin:**  
**Latent Prints Proficiency Test Coordinator**

**Opening Date:** February 16, 2024

**Closing Date:** Until filled

## **Job description:**

Our company is seeking a detail-oriented individual with a forensic pattern analysis background for a position as a Forensics Program Coordinator for Latent Prints and like proficiency tests. Responsibilities include the planning and production of forensic proficiency test samples, the analysis of client results, and the creation of reports. CTS is not a forensics laboratory and the position does NOT require laboratory benchwork or courtroom testimony. This is a full time, exempt position.

Job Type: Full-time, Starting Salary: \$50,000.00 - \$65,000.00 per year

Location: Sterling, VA 20166, Hours: Monday – Friday 8am -4:30pm, Work remotely up to two days per week.

## **To Apply:**

Please submit your resume and a cover letter stating the reasons for your interest in the position and explaining what skills or experiences make you qualified for this job to [fsjobs@cts-interlab.com](mailto:fsjobs@cts-interlab.com).

## **Position Responsibilities:**

- Plan and coordinate production activities for a variety of tests following CTS' quality system
- Manage client data including review/analysis of statistical results
- Produce and disseminate client reports
- Attend technical meetings, educational opportunities, and trade shows as a vendor
- Work regularly with customers
- Research and develop new proficiency tests
- Travel domestically (2-4 times per year)

## **Qualifications:**

- Minimum of a Bachelor of Science in Forensic Science, other related fields, or relevant experience
- Education/Experience focused in Latent Prints, Imprint Impression (Footwear and Tire) is strongly desired
- Strong attention to detail and the ability to review and analyze data
- Ability to understand technical information
- Self-motivation and the ability to work independently
- Strong customer service and written/oral communication skills
- Familiarity with laboratory accreditation or quality assurance systems is also beneficial

Background check will be required prior to hiring. Hep B and COVID vaccinations are required.

Collaborative Testing Services (CTS) is a small, employee-owned private company located in Sterling, Virginia that has operated interlaboratory testing programs for a variety of industries since 1971. Our clients include forensics, metals, polymer, agriculture, wine and forest product laboratories from more than 100 countries. CTS sets the standard for interlaboratory programs and serves a vital role in helping laboratories demonstrate the reliability of their test results.

## **Benefits:**

Experience the benefits of working in a 100% employee-owned company; CTS has been an employee-owned ESOP since 2006. The position carries a generous and comprehensive benefits package, including: company paid medical & dental, paid time off, 2 fully, company-funded retirement plans (no matching required), group life insurance, long-term disability insurance, education assistance program, and a profit-sharing program.