



Division of State Police

KATHY HOCHUL
Governor

STEVEN G. JAMES
Superintendent

POSTING DATE: 09/17/2026

APPLICATION DUE BY: 09/27/2026

Title: Forensic Scientist 4 CODIS Administrator (State) – Biological Sciences
Starting Salary: \$90,582.00

Location: Forensic Investigation Center
Albany, New York 12226
Albany County

Salary Grade: 23

Employment Type: Full-Time

Work Days: Monday through Friday

Union Representation: PS&T

DUTIES

- Responsible for the operations of the combined DNA Index System (CODIS) within the Biological Sciences section. Duties may include determining DNA profile eligibility, profile entry/searching and managing CODIS associations.
- Communicate with the Division of Criminal Justice Services (DCJS), as well as other CODIS Laboratories at the State and National levels regarding CODIS associations, dispositioning and subsequently providing notifications to law enforcement agencies.
- Administer the Laboratory's CODIS network in accordance with all applicable State and/or Federal laws and NDIS operational procedures, ensuring the quality and security of the DNA profile data stored in CODIS.
- Authority to terminate a CODIS User's or the Laboratory's participation in CODIS in the event of a problem, until the reliability of the computer data can be ensured.
- Maintain understanding of the NYSP Crime Laboratory's quality procedures, Biological Science section technical and quality procedures and CODIS procedures.

- Meet all CODIS Administrator requirements and training in accordance with FBI Quality Assurance Standards.
- Attend (when selected) annual CODIS conferences.
- Responsible for oversight of CODIS computer training for Staff.
- Serve as a resource person for Biological Science Staff, Investigators, Evidence Technicians, and other law enforcement personnel.

MINIMUM QUALIFICATIONS

- Must hold a bachelor's degree or higher in the natural sciences, physical sciences, or forensic science. Forensic science degrees must include upper-level coursework in biology or chemistry with laboratory work.
- Must have successfully completed coursework totaling at least 9 credit hours in biology or chemistry-related areas that provide an understanding of the foundation of DNA analysis.
- Must have successfully completed coursework covering either population genetics or statistics.
- All transcripts will be reviewed to determine eligibility.

AND

- A minimum of five years satisfactory experience performing the duties of a Forensic Scientist or its equivalent in another forensic laboratory.

AND

- A minimum of two years as a currently or previously qualified DNA analyst.

Preference may be given to candidates possessing:

- Working knowledge and/or experience with computer hardware/software, networks, and database management, with an understanding of applications to DNA technology.
- Experience with advanced forensic DNA related technologies, methodologies, and software.

As a term and condition of your employment as a Forensic Scientist 4 assigned to the CODIS unit, at the time of appointment and for the duration of your employment in this position, you must continuously meet all eligibility

requirements to obtain access to the FBI's Combined DNA Index System ("CODIS") in accordance with Federal laws.

Minimum qualifications must be met by the time of appointment.

Resumes will be evaluated to determine whether candidates will proceed to the interview phase of the process.

HOW TO APPLY:

Kindly send a cover letter, complete resume and transcripts to:

Email: personnelresumes@troopers.ny.gov

Place in the Subject line: *FS4 CODIS*

Applicants must clearly demonstrate satisfaction of the minimum qualifications as described in the job posting by including this information in their resume; credit will not be given for experience or education that is not listed directly on the resume (e.g. in a cover letter or other supporting application materials). All statements are subject to verification, including transcript review.

The New York State Police will not offer permanent employment to any candidate unless the candidate provides documentation that they are authorized to accept work in the United States on a permanent basis. It is the policy of the New York State Police not to hire F1 or H1 visa holders for permanent employment or to sponsor non-immigrant aliens for temporary work authorization visas or for permanent residence.

The New York State Police values a diverse and inclusive workforce where the unique skills of all employees are valued in support of the mission of the Division. Qualified candidates are considered for employment without the regard to age, race, color, religion, gender identity and expression, disability, national origin, gender, sexual orientation, military or veteran status or any other characteristic protected by law. The New York State Police is an equal opportunity/affirmative action employer that accept all applications from a wide range of candidates.

The New York State Police complies with federal and state laws and makes reasonable accommodations for qualified individuals with disabilities and/or sincerely held religious belief. If a reasonable accommodation is needed to participate in the job application or interview process, please contact the Division Personnel Office at (518) 457-3840 or personnel@troopers.ny.gov.