

The Onondaga County Health Department is currently accepting applications for the position of:

Forensic Records Coordinator

Location: Onondaga County Center for Forensic Sciences  
Forensic Laboratories  
100 Elizabeth Blackwell Street  
Syracuse, NY 13210

Salary: \$54,552.

Hours of work: Typically Monday through Friday

See attached advertisement.

Please submit a County application found on the Onondaga County Personnel website, cover letter, resume and unofficial transcript. Official job description, including minimum qualifications, can be found on the Personnel page at [www.ongov.net](http://www.ongov.net).

Name and Address where Applications/Resumes should be directed:

*Debbie Mickle*

Email: [DebbieMickle@ongov.net](mailto:DebbieMickle@ongov.net)

**"Onondaga County is an Affirmative Action/Equal Opportunity Employer"**

Onondaga County, New York is hiring a provisional  
FORENSIC RECORDS COORDINATOR

Onondaga County  
Center for Forensic Sciences  
Forensic Laboratories  
100 Elizabeth Blackwell Street  
Syracuse, New York 13210

Forensic Records Coordinator

The Onondaga County Center for Forensic Sciences – Forensic Laboratory is seeking to fill a full time Forensic Records Coordinator position. The Forensic Laboratory is a full-service ASCLD/LAB-International accredited forensic laboratory, outfitted with state of the art equipment and technology. The Forensic Laboratories provide high quality scientific laboratory services in support of the administration of justice and public safety programs for the citizens of Onondaga and surrounding counties. Onondaga County is located in the heart of the Finger Lakes region in upstate NY. The laboratory is located in the City of Syracuse, within a five-hour drive from New York City, Boston, Philadelphia, Toronto and Montreal. Onondaga County is an Affirmative Action/Equal Opportunity Employer.

Job Duties:

The work involves responsibility for the Forensic Records Management program. Under the supervision of the Quality Assurance Manager, an employee in this class is responsible for the effective

administration, management and planning of activities in the areas of Discovery/Rosario requests, other outside agency requests, records retention, and other records related duties. This position may assist in the scheduling and recordkeeping of the maintenance and calibration of laboratory equipment and in the facilitation of proficiency tests. Work also involves analyzing, designing and implementing systems to improve work flow. Supervision and management may be exercised over a small number of support staff. Does related work as required. Full job description can be found on the Personnel page at [www.ongov.net](http://www.ongov.net).

Minimum Qualifications:

- A) Graduation from a regionally accredited or New York State college or university, or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher and two (2) years of full time paid work experience, or its part-time equivalent in either a technical level position in a forensic laboratory; or records management in a laboratory, legal or eDiscovery setting; or,
- B) Graduation from a regionally accredited or New York State college or university, or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher and four (4) years of full time paid work experience, or its part-time equivalent in records management in a laboratory, legal or eDiscovery setting; or,
- C) Six (6) years para-professional or professional level work experience, or its part time equivalent, in records management in a laboratory, legal or eDiscovery setting.

NOTE: Certified E-Discovery Specialist (CEDS) Certification can substitute for two (2) years of qualifying experience.

Candidates considered for appointment will be required to undergo a State and national criminal history background investigation, which will include a fingerprint check to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Successful candidate will be appointed provisionally, pending the results of the NYS Civil Service exam for this position, to be given at a later date.

Salary Range: \$ 54,552.

How to apply: Submit: a cover letter detailing qualifications meeting the above requirements, resume, unofficial transcript and completed application materials found on the Onondaga County Personnel website under documents, forms and applications(P-200 Application for General Employment or Open-Competitive Examination).

**Email all documents to: [DebbieMickle@ongov.net](mailto:DebbieMickle@ongov.net) no later than Friday, June 18, 2021.**