DIVISION: INVESTIGATIVE AND FORENSICS SERVICES

The Division of Investigative and Forensic Services encompasses all law enforcement and forensic components residing within the Department of Financial Services. With this broad responsibility, the division investigates a wide range of fraudulent and criminal acts including:

- Insurance Fraud Investigations
- Workers' Compensation Fraud Investigations
- Fire, Arson, and Explosives Investigations
- Theft/Misuse of State Funds
- Fire and Explosives Sample Analysis

**Mission Statement**

Serving and safeguarding the public and businesses operating in the State of Florida against acts of fraud, arson, and the misuse of state funds.

Available links to the Agency and Division:

- [MyFloridaCFO](#)
- [Division of Investigative and Forensic Services](#)

TO APPLY FOR THIS POSITION, SUBMIT A STATE OF FLORIDA EMPLOYMENT APPLICATION ONLINE IN PEOPLE FIRST AND EMAIL IN A SUPPLEMENTAL
APPLICATION TO THE EMAIL ADDRESS BELOW. THE SUPPLEMENTAL APPLICATION CAN BE FOUND AT:

https://www.myfloridacfo.com/division/difs/career-opportunities

Email Address: hiringdifs@myfloridacfo.com

Job Line Phone number: (850) 413-4063

This supplemental application MUST be received no later than five (5) business days after the closing date of this advertisement in order to be considered for this position.

SPECIAL NOTES:
High School Diploma or its' equivalent is required.

Additional requirements:

- Certification by an approved property or evidence certification organization such as the International Association for Property and Evidence (IAPE) following training and approval for independent work is desired and assistance in preparing for the certification through training and attendance at appropriate professional and educational venues shall be provided by the Agency.
- Florida Drivers license.

Preference shall be given to applicants with:

- Bachelor of Science degree in a Chemical, Physical, Biological Science, or Forensic Science from an accredited university.
- Two (2) years of work experience working in a laboratory. (Experience can be utilizing any kind of management system software, Evidence Custodians to Law Enforcement).
- Forensic fire or explosive analysis experience.
- A completed internship with a forensic lab.

This position requires a security background check which includes a financial credit report, and fingerprinting.

Special consideration may be given to eligible candidates who have bilingual verbal & written skills that meet a critical need of the agency’s mission.

All successful candidates will be contacted for an interview by email that is provided on your state application.

Responses to qualifying questions must be clearly supported by the state application and any omission, falsification, or misrepresentation in the answering of the qualifying questions will be cause for immediate elimination from the selection process.

WHAT IS THE SELECTION PROCESS?
Selection is a three-to-six-month process that consists of the following:
• Completed State of Florida Employment Application
• Completed Department of Financial Services, Division of Investigative and Forensic Services Supplemental Application
• Interview
• Fingerprinting
• Background Investigation
• Financial credit report

OUR SALARY & BENEFITS
The starting salary for this position is $36,000.00 annually.

Employees of the Department of Financial Services are paid on a monthly pay cycle.

Some benefits include:

• Paid holidays, vacation and one personal holiday.
• Ability to earn up to 104 hours of paid annual leave as a new employee.
• Ability to earn up to 104 hours of paid sick leave annually.
• Pension and investment retirement plan options (MyFRS)
• Flexible Spending Accounts, Health Savings Accounts
• Tax deferred medical and childcare reimbursement accounts
• State of Florida Tuition Waiver Program (must be accepted by a Florida colleges/universities)
• Public Service Student Forgiveness Program (PSLF) - (Eligibility required) https://studentaid.gov/sites/default/files/public-service-application-for-forgiveness.pdf
• Career training opportunities
• $25,000.00 in automatic life insurance coverage
• Affordable health insurance options starting as low as $30.00 per month.
• Multiple supplemental insurance options including dental, vision, disability and more.

For a more complete list of benefits, visit https://www.mybenefits.myflorida.com/.

MINIMUM QUALIFICATIONS FOR THIS POSITION INCLUDE THE FOLLOWING REQUIRED ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES:

• Knowledge of "Chain of Custody" requirements with evidence handling.
• Knowledge of Microsoft Word and Microsoft Excel.
• Skill in use of basic mechanical equipment.
• Ability to climb stairs.
• Ability to utilize ladders or stools.
• Ability to lift items weighing up to forty pounds.
• Ability to use personal computers for data entry and word processing.
• Ability to plan and organize work.
• Ability to communicate verbally and in writing.

OTHER KSAs (Incumbent may learn on job):

• Knowledge of ACISS.
• Knowledge of cross-relational databases (LIMS).
• Knowledge of Bureau of Forensic Services.
• Knowledge in internal auditing.
• Ability to use database/spreadsheet to track evidence and images.

**BRIEF DESCRIPTION OF DUTIES:**

*If applicable, (Incumbent of position is a member of DFS' Disaster Response Team and, in that capacity, may be required on short notice to perform duties and necessary attendant travel in support of disaster relief efforts.)*

Receives, secures, distributes, preserves, returns, and disposes of physical evidence submitted to the Bureau of Forensic Services for testing by maintaining the chain of custody records of incoming evidence. Initiates case files of evidence received. Notes physical safety or biological safety hazards associated with incoming evidence. Notifies supervisor of cases with defects or requests for RUSH status. Provides security and maintains the evidence intake area. Conducts regular transfer or disposal of post-analysis. Ensures that all records are properly maintained. Maintain long term storage. Reviews, prepares, and monitors the transfer of items from the evidence intake room to the preparation laboratories as requested by the Bureau's Crime Laboratory Analyst or Bureau Chief. Requires evidence processing or analysis and coordinates the transfer of post analysis evidence to the original submitters or disposal as required. Assists analysts with preparation of evidence for testing, maintenance of instrumentation, and completion of inventories as required.

Enters, maintains, and updates data concerning physical evidence utilizing the Laboratory Information Management System, ACISS, as well as any other applicable laboratory databases/software. Takes appropriate action to correct errors. Returns improperly submitted evidence to submitters advising them of the reason for the return.

Assists Bureau Chief with various reviews and assists with edits to quality documents and Bureau policies. Provides information and training to law enforcement personnel on evidence submission and preparation. Consults with law enforcement personnel on disposition of evidence submitted to the Bureau. Testifies in court as required.

Performs related work as required.

*If you are a retiree of the Florida Retirement System (FRS), please check with the FRS on how your current benefits will be affected if you are re-employed with the State of Florida. Your current retirement benefits may be canceled, suspended, or deemed ineligible depending upon the date of your retirement.*

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer, and does not tolerate discrimination or violence in the workplace. Candidates requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority and/or People First Service Center (1-866-663-4735). Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation.

The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

**VETERANS’ PREFERENCE.** Pursuant to Chapter 295, Florida Statutes, candidates eligible for Veterans’ Preference will receive preference in employment for Career Service vacancies and are encouraged to apply. Certain service members may be eligible to receive
waivers for postsecondary educational requirements. Candidates claiming Veterans’ Preference must attach supporting documentation with each submission that includes character of service (for example, DD Form 214 Member Copy #4) along with any other documentation as required by Rule 55A-7, Florida Administrative Code. Veterans’ Preference documentation requirements are available by clicking here. All documentation is due by the close of the vacancy announcement.

**Nearest Major Market:** Tallahassee