



# Forensics Proficiency Testing

Collaborative Testing Services

**Position Bulletin:**  
**Forensics Production Assistant**

**Opening Date:** January 2025

**Closing Date:** Until filled

## Job description

Our company is seeking a detail-oriented individual for a position as a Forensics Production Assistant. Responsibilities include producing a large quantity of identical testing kits in varying Forensics Disciplines, monitoring laboratory equipment used in production, and maintaining the production rooms (laboratory and auxiliary spaces). CTS is not a forensics laboratory and the position does NOT require laboratory benchwork. This is a full-time, non-exempt position with no telework opportunity.

Job Type: Full-time, Starting Salary: \$45,000.00 - \$50,000.00 per year

Location: Sterling, VA 20166, Hours: Monday – Friday 8am -4:30pm

## To Apply

To be considered, 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). A transcript may be submitted with your submission or subsequently requested if you are a recent graduate.

## Position Responsibilities:

- Producing a wide variety of identical testing kits utilized across multiple Forensic Disciplines.
  - Including but not limited to: labeling, test material preparation, sorting, cutting, weighing, pipetting, packaging.
  - Following procedures and signing off when tasks are completed.
- Monitoring laboratory equipment.
  - Including but not limited to: balance calibrations, temperature checks, ensure equipment is in working order.
- Maintaining production rooms.
  - Including but not limited to: setting up room for test production, cleaning/decontaminating, inventory checks.

## Qualifications:

- Minimum of an Associate of Science in Forensic Science, life sciences, other related fields, or relevant experience.
- Must be able to multitask and be flexible to priority changes. While schedules are developed in advance, the disciplines associated with each test will rotate and vary often even in the same working day.
- Must have strong attention to detail, adhering to protocols and deadlines.
- Must have good communication skills with the capability to work independently and still collaborate with others as part of a team environment.
- Basic math skills and intermediate computer skills required (familiar with Microsoft Office Suite of programs).
- Ability to stand for long periods and safely lift up to 50 lbs.
- Possess reliable transportation.
- Laboratory or clean room experience is desired but not required.
- Experience in QA/QC and/or manufacturing is a plus.

A 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 offers a generous and comprehensive benefits package, including: company paid medical and dental, paid time off, 2 separate company-funded retirement plans, group life insurance, long-term disability insurance, education assistance, and profit-sharing.