



Position Bulletin:
Forensics Production Assistant

Opening Date: October 2025

Closing Date: Until filled

Who We Are:

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.

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. However, exposure to typical forensics materials (e.g., biological, gunshot residue, etc.) is possible. This is a full-time, non-exempt position with no telework opportunity. A background check will be required prior to hiring. Hep B and COVID vaccinations are also required.

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. A transcript and/or professional reference(s) may be submitted with your submission or requested.

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.
 - Potentially travel off-site for productions.
- 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.

Required Qualifications:

- Minimum of Associate of Science in Forensic Science, life sciences, other related fields, or relevant experience.
- 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.
- Strong attention to detail, adhering to protocols and deadlines.
- Good communication skills, able to work independently and collaborate with others as part of a team environment.
- Basic math skills and intermediate computer skills (familiar with Microsoft Office Suite of programs).
- Able to stand for long periods and safely lift up to 50 lbs.
- Possess reliable transportation.
- Bonus Experiences, not required: Laboratory or clean room; QA/QC and/or manufacturing; photoshop and/or photography.

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.