



ALABAMA
DEPARTMENT OF FORENSIC SCIENCES

Headquarters Personnel
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**State Professional Trainee
Under Study for
Forensic Scientist, Associate**

Salary: \$31,488.00 – \$47,757.60

JOB INFORMATION

The Alabama Department of Forensic Sciences (ADFS) utilizes the State Professional Trainee (SPT) classification to fill vacant positions of Forensic Scientist, Associate. SPT is a training job class where the individual must meet all the minimum requirements for Forensic Scientist, Associate at the end of the training period. The majority of SPT training is conducted in our laboratory in Hoover, AL/Shelby County, AL. At the end of training the permanent job assignment could be located throughout the state.

MINIMUM REQUIREMENTS

Bachelor's degree from an accredited* college or university with a major in Chemistry, Biology, Bio-Chemistry, Medical Technology, Pharmacology, Medicinal Chemistry, Genetics, Physics, Toxicology, Chemical Engineering, Mathematics or closely related field.

A Master's Degree from an accredited college or university in one of the above majors will substitute for up to one year of required experience. Persons with a Master's Degree can only be in the position of State Professional Trainee for 1 year.

A Ph.D. disqualifies you for State Professional. Please submit an application directly to State Personnel Department for Forensic Scientist, Associate.

NOTE: If you have applied for Forensic Scientist, Associate and State Personnel has accepted your application, you DO NOT qualify for State Professional Trainee.

EXPERIENCE

If chosen, the individual cannot have more than 2 years experience. Candidates with experience can apply; however, once the total experience reaches 2 years, the employee must be promoted/appointed to Forensic Scientist, Associate or be terminated. State Personnel will determine how much previous experience will be credited to applicants.

APPLICATION PROCESS

To place an application on file, please complete and submit an application directly to ADFS Personnel Department at the address above. Along with the application, you must submit a copy of your official college transcript for each accredited postsecondary institution attended. Photocopies of transcripts, unofficial transcripts and information obtained from the internet will be accepted at this step. Applications without a copy of your transcript may not be considered until transcript is received.

Submission of an application does not guarantee employment.

If chosen, the candidate must sign a Limited Tenure Agreement and an official college transcript. An updated application could be required.

LIMITED TENURE INFORMATION

- a. The minimum qualifications for the position must meet the criteria of requiring a degree and no more than two (2) years of experience. Any candidate that has experience, but less than 2 years, will still qualify. However, once the candidate has reached 2 years combined experience, they must be appointed or the appointment will end.
- b. Limited Tenure Appointments can last for no more than two (2) years. By that time, employees so appointed must either have been employed through the normal competitive process or separated from employment.
- c. Employees appointed through this process will not serve a probationary period and cannot receive permanent status or a six (6) month raise. They may, however, be considered for annual performance evaluations and raises. Employees will also receive benefits such as insurance, retirement and leave.

State of Alabama Personnel Department
Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States listed below:

- Southern Association of Colleges and Schools (SACS)
- Middle States Commission on Higher Education (MSCHE))
- Northwest Commission on Colleges and Universities (NWCCU)
- Higher Learning Commission (HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
- Western Association of Schools and Colleges –Senior College and University Commission (WASC-SCUC)

2. Coursework or degrees from schools that have not been accredited by one of the above listed regional accreditation associations may be accepted if a *regionally accredited school** considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). **This must be documented by a letter of acceptance from the regionally accredited school.** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.

*The term "regionally accredited school" refers to an institution of higher education accredited by one of the above listed accreditation associations.