



**JOB TITLE:**

Combined DNA Index System (CODIS) Administrator

**REPORTS TO:**

Division/Unit Chief

**CLASSIFICATION:**

Full-Time

**ABOUT THE ORLEANS PARISH DISTRICT ATTORNEY'S OFFICE (OPDA):**

Jason Rogers Williams took office as the Orleans Parish District Attorney on January 11, 2021, and is building a 21<sup>st</sup> century prosecutors' office with a team of the best and brightest from around the country and a mission of being as smart on crime as the office has historically been tough on crime. New Orleans has led the world in convictions and incarceration for decades, without any corresponding decrease in crime. OPDA is simultaneously increasing safety and delivering justice with a laser focus on serious offenses and a belief that every New Orleanian deserves the presumption of innocence.

**JOB SUMMARY:**

This newly created position is charged with the creation, management, and maintenance of a CODIS system for OPDA.

The CODIS Administrator will work to manage the process from CODIS hit, to confirmation, and on to prosecution. This position will also assist in ensuring that older CODIS hits with outstanding warrants are identified.

The CODIS Administrator will have experience in managing and manipulating large data sets. Experience in project management is also required. Experience in law enforcement and communication with survivors is requested but not required.

**DUTIES AND RESPONSIBILITIES:**

- Act as the OPDA administrator for the Louisiana State Police (LSP) DNA database.
- Communicate with deferral Department of Justice and other staff on a regular basis.
- Attend Multi-Disciplinary Team and Sexual Assault Kit Initiative meetings with the New Orleans Police Department (NOPD), local campus law enforcement, University Hospital and other medical facilities, LSP Crime Lab, and other agencies.
- Consult with the NOPD Sex Crimes and Cold Case Divisions on current and cold cases.
- Coordinate with other law enforcement agencies from other jurisdictions.
- Conduct presentations to other jurisdictions in an official capacity.
- Assist in writing related grants and reports.
- Communicate with other OPDA Division Chiefs and leadership on DNA and sexual assault issues.
- Facilitate monthly CODIS check-in meetings with all OPDA Divisions.

**REQUIRED QUALIFICATIONS/EXPERIENCE:**

- 5 years' experience working on data-focused projects
- 5 years' experience working with multiple stakeholders
- 10 years' experience in a project manager capacity
- Must be able to appropriately and effectively represent OPDA at community events and activities in support of positive public relations initiatives, and develop liaison relationships between the community and OPDA
- Must be able to consistently demonstrate professional conduct and sound ethics in decision making and judgment
- Must be able to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Must have considerable oral and written communication skills
- Must be able to facilitate meetings effectively and efficiently
- Must be able to maintain a high level of confidentiality
- Must be able to learn and utilize office technology
- Must have a high level of organization and professionalism
- Experience in the legal and criminal justice systems
- Experience in manual record merging and database clean up

**PREFERRED QUALIFICATIONS/EXPERIENCE:**

- Experience in application development and management

**SALARY AND BENEFITS:**

Salary ranges from \$80,000-\$90,000, commensurate with experience. New hires may be eligible for:

- Enrollment in the City of New Orleans health insurance plan
- 6.44 hours of sick leave and no fewer than 6.44 hours of vacation leave per month (6.44 hours per month = approximately 10 days per year)
- Enrollment in the New Orleans Municipal Employees' Retirement System
- Federal [Public Service Loan Forgiveness](#) program
- A generous paid holiday schedule

**TO APPLY:**

Submit a completed [Employment Application Form](#), and supporting documents, as instructed on the form.

Applications will be considered on a rolling basis until the position is filled.

**EEO STATEMENT:**

OPDA is an equal opportunity employer. The office values a diverse workforce and management reflective of the communities that it serves. OPDA adheres to a policy of making employment, promotion, and other personnel decisions without regard to race, culture, color, religion, sex, sexual orientation, gender identity, national origin, marital status, caregiver status, prior record of arrest or conviction, citizenship, age, or disability.

**DIVERSITY, EQUITY, AND INCLUSION:**

OPDA is dedicated to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that OPDA employees invest in their work represents a significant part of the office's culture, reputation, and achievement. OPDA embraces and encourages employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make its employees unique.