

MID LEVEL PHYSICAL SCIENCE TECHNICIAN JOB DESCRIPTION

Position Title:	Physical Science Technician
Employment Status:	Full-Time, Salaried, Exempt
Location:	Beltsville, Maryland
Security Requirements:	Federal Background Investigation
Preference:	Native American Preference, FBIC Veteran Preference

POSITION SUMMARY:

Buffalo Horse Inc. is seeking a Mid-Level Physical Science Technician to support a key customer within the Tobacco Tax Bureau (TTB) Scientific Services Division (SSD). The Scientific Services Division is responsible for supporting the Alcohol & Tobacco Tax and Trade Bureau (TTB) for the purposes of tax collection and consumer protection. The division has two branches: Beverage Alcohol Branch, Non-beverage Alcohol and Tobacco Branch. Current tasks performed by the division include, but are not limited to:

- Logging in samples or formulas
- Review of product formulations
- Customer Service functions such as answering calls and email inquiries
- Product classification and/or analysis for collection of revenue and protecting the public
- Using established ISO 17025 accredited processes and methods
- Providing technical support for the investigation of the illicit sale, production and distribution of alcohol or tobacco products

KEY RESPONSIBILITIES:

The contractor shall perform services including but not limited to the following:

- Independently assesses product formulations provided by submitters for product classification
- Assignment of test methods in a Laboratory Information Management System (LIMS) database
- Informs management on all emerging issues or atypical product submissions
- Coordination of sample assignments with chemists, program coordinators and supervisor
- Responds to inquiries from industry members and other customers, both orally and in writing, on technical and non-technical concerns
- Provides support to other TTB divisions such as assisting investigators and external customers on how to ship samples to the laboratory

- Independently inputs data into computer systems/databases or instrumentation.
- Updates or revises databases or spreadsheets as instructed.
- Researches, locates, and retrieves information from databases or files.
- When necessary, files incoming material and maintains necessary records.
- Carries out some data query, trend analysis, data mining, statistical analysis of data in the LIMS as requested by supervisor and chemists.
- Independently performs some minor routine sample analysis using established analytical methods and procedures.
- Collects data and enters data into the LIMS
- Assists chemists in methods development research
- Follows all laboratory, quality system, and safety protocols
- Carries out routine maintenance of laboratory equipment
- Participates in process improvement teams across divisions
- Contractor employees are required to complete internal training and proficiency testing as deemed appropriate by laboratory scientists based on tasks assigned. Failure to complete training as appropriate may be cause for replacement of staff
- Performs other routine and non-routine duties as assigned

Minimum Requirements

- At least a 2-year degree from an accredited college or university leading to associate in a physical science.
- Minimum of one years' experience as Physical Science Technician (PST) or technician in a laboratory setting working on data entry, data query, data mining, etc., using databases such as a modern LIMS.
- Experience with Microsoft Office, such as Word, Outlook, and Excel are desirable.
- Experience providing Customer Service is highly desirable.

JOB TYPE:

- Full-time
- Salaried
- Exempt

BENEFITS:

- Health, Vision, and Dental Insurance
- Company Paid Life, Accidental Death and Dismemberment Insurance
- 401(k)
- Employee Assistance Program
- Paid Time Off
- Paid Holidays

Buffalo Horse, Inc. is a tribally owned corporation established by the Fort Belknap Indian Community (FBIC) for the purpose of providing contract services to federal, state, and private entities.

Buffalo Horse, Inc.'s goal is to develop a self-sustaining economy for the Aaniiih (Gros Ventre) and Nakoda (Assiniboine) Nations through new businesses, job creation, and resource development.

