



Classification: Criminalist I (Firearms/Toolmark)

Title Code: V00517

Pay Range: 20

POSITION SUMMARY: This is an entry-level position where the employee performs technical work in the scientific analysis of firearm, toolmark, and impression evidence. An employee in this position participates in a formal on the job training program. Work is performed under immediate supervision.

DESCRIPTION OF DUTIES PERFORMED: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Under close supervision an employee:

Participates in formal on-the-job training in the scientific analysis of firearms, toolmarks and/or impression evidence.

Reads and researches reference material covering a wide range of topics including, but not limited to, the historical development of firearms and ammunition, firearm and ammunition design and operation, the development of forensic firearm identification, and firearm, toolmark, and impression evidence.

Trains with senior criminalists with the processing, comparison, collection, and examination of submitted physical evidence (e.g. firearms, toolmarks, impressions, serial number restoration, etc.).

Conducts examinations on entry-level casework and assists experienced examiners in advanced casework as needed.

Performs safety checks of firearms submitted as physical evidence.

Performs photography and digital imaging as needed.

Demonstrates understanding of the technical material contained in the discipline manuals.

Utilizes laboratory specific software.

Observes other criminalists consulting and/or assisting in crime scene investigations; participates, as needed, upon approval of the supervisor.

Examines forensic evidence that may be soil laden, maggot infested, putrefied, rank, and/or otherwise unpleasant.

Participates in formal on the job training in quality assurance, audits, and the various governing bodies associated with forensic Firearm/Toolmark and/or Impression analysis.

Works with a variety of potentially hazardous materials (e.g., pathogen contaminated body fluids, unidentified chemicals).

Operates standard office equipment (e.g., computer, telephone, fax machine, copier, etc.).

Studies laboratory controlled documents (e.g., standard operating procedures, training, quality control, safety manuals) and publications.

Learns and performs proper reagent and standard preparation and labeling.

Learns and performs proper instrument maintenance procedures.

Successfully completes competency and/or written test(s) prior to assuming casework.

Successfully participates in the proficiency testing program for the disciplines in which the employee is competency tested.

Prepares evidence and exhibits; maintains report files; issues periodic and special reports.

Learns about and testifies as an expert witness in a court of law while maintaining composure under intense cross examination.

Confers with supervisor reference the appropriate test methodology based on the quality and quantity of the submitted sample.

Generates and receives requests to and from other crime laboratories, law enforcement agencies, attorneys, etc., reference examinations and crime laboratory procedures.

Interprets observations and makes conclusions based on proper microscopic examinations.

Stays updated on technical trends through attendance of workshops/seminars and reading forensic science literature.

Performs job-related travel as needed.

Performs discipline-related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to participate in formal and on-the-job training program.

Ability to learn about the proper operation, handling, and discharge of a wide variety of firearms (e.g. airguns, handguns, shoulder arms, automatic firearms, etc.).

Ability to learn the operation of a variety of hand and power tools.

Ability to learn how to obtain known standards from firearms, tools, footwear, tires, etc.

Ability to carry and manipulate large and bulky items of evidence (e.g. tires, vehicle parts, motorcycles, safes, etc.).

Knowledge regarding general laboratory safety procedures, including universal precautions.

Ability to actively participate in a formal and on-the-job training program.

Ability to perform work in accordance with prescribed procedures, make accurate observations of test results and prepare accurate records and reports.

Ability to remain impartial in performance of laboratory activities (e.g., purchasing supplies, analyzing evidence, testifying in court.).

Ability to maintain composure while under cross-examination regarding personal and scientific qualification and testify to laboratory findings in court.

Ability to work with restricted, highly sensitive information in a confidential and professional manner and maintain the information as such.

Ability to distinguish color necessary to perform laboratory tests.

Ability to examine forensic evidence and recognize and identify minute details.

Ability to learn and properly use laboratory equipment, computer and photography equipment, and chemicals.

Ability to perform job-related travel (e.g., appearing in court, observing crime scene investigations, attending training meetings and seminars, etc.).

Ability to learn and practice safety rules and procedures associated with laboratory equipment and chemicals.

Ability to work with potentially hazardous materials as detailed in the description of duties.

Ability to gather, assemble, correlate and analyze facts to be incorporated into a laboratory report.

Ability to compile and prepare information for presentations (e.g. mock trials, courtroom testimony, depositions, pretrial conferences, meetings, etc.).

Ability to confer with supervisor and be guided in the decision-making process.

Ability to learn about the collection, examination, comparison and preparation of evidence.

Ability to generate and receive requests for information from a variety of individuals reference forensic science.

Ability to discuss graphic topics with competence, impartiality and professionalism.

Knowledge regarding the function and purpose of basic laboratory equipment.

Ability to prepare reagents and standards as prescribed in the appropriate procedure and quality manuals.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written, material, photographs, and/or verbal language, etc.).

Ability to perform microscopic work for extended periods.

Ability to learn photography and digital imaging.

Ability to learn the state, federal, and local criminal laws and regulations as they relate to the examination and dissemination of physical evidence and rules of evidence.

Ability to understand the responsibilities, processes and impact other sections' analysis can have on physical evidence prior to examinations in the firearm/toolmark section and vice versa (e.g. DNA, trace, latent prints, etc.).

Ability to stand for extended periods and lift moderate loads (30 pounds).

Ability to handle multiple assignments simultaneously.

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED: (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution may be permitted in case of deficiencies in either experience or education.)

Possess a bachelor's degree (or equivalent) or an advanced degree from an accredited college or university in one of the natural sciences or closely related field. College coursework must include at least one semester of chemistry with lecture and laboratory components. A minimum acceptable grade of C or equivalent in the required coursework and the core major courses are required.

NECESSARY SPECIAL REQUIREMENTS: Must provide a DNA sample to be used only for forensic identification as required at the time of appointment.

Must be able to pass a polygraph examination after conditional offer of employment.

Must submit to periodic random drug testing.

Must possess and/or obtain and maintain a valid driver's license.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.