



**Classification:** Criminalist II (Firearms/Toolmark)

**Title Code:** V00516

**Pay Range:** 24

**POSITION SUMMARY:** This is a responsible professional and technical position. Work includes performing complex and technical work in the scientific analysis of firearm, toolmark, and impression evidence. The employee may assist in the training of other criminalists and laboratory technicians. Work is performed under general supervision of a superior who makes assignments and provides advice and assistance in complex work methods; however, the employee is expected to work independently within the framework of established procedures and policies.

**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 minimal supervision an employee:

Regularly processes, compares, and examines submitted physical evidence (e.g., firearms, toolmarks, impressions, serial number restoration etc.).

Conducts examinations on casework which requires a more advanced level of experience and assists other examiners in advanced level casework.

Performs safety checks of firearms submitted as physical evidence.

Performs photography and digital imaging as needed.

Utilizes laboratory specific software.

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

Operates standard office equipment (i.e. personal computer, telephone, fax machine, copier, calculator, etc.).

Reviews and assists in revising laboratory controlled documents (e.g., standard operating procedures, training, quality control, safety manuals) and publications.

Performs proper reagent and standard preparation and labeling.

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.

Testifies as an expert witness in a court of law while maintaining composure under intense cross examination.

Educates attorneys, judges, and juries about complex scientific analysis.

Makes decisions on the appropriate test methodology based on the quality and quantity of the submitted sample.

Generates and receives requests to and from other law enforcement agencies, prosecutors, attorneys, etc., reference criminal evidence and crime laboratory procedures.

Interprets test results obtained from proper microscopic, chemical and/or instrumental methods.

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

Participates in validation studies.

Performs work in accordance with all applicable quality standards.

Assists with training new employees.

Advises and assists criminalists and technicians from other disciplines in processing discipline specific evidence.

Consults and/or assists on crime scene investigations; participates, as needed.

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

Assists instructors conducting training of law enforcement personnel about collection and analysis of physical evidence.

Performs job-related travel as needed.

Performs other related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of 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.).

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

Knowledge of the operation and detailed use of a variety of hand and power tools.

Knowledge of 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.).

Ability to assist in developing methods and/or techniques to upgrade laboratory capability.

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.

Knowledge of proper use of laboratory equipment, computer and photography equipment, and chemicals.

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

Knowledge and practice of 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 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.

Knowledge of 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 perform photography and digital imaging

Knowledge of 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 assist other criminalists and laboratory technicians.

Ability to handle multiple assignments simultaneously

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

Ability to assist in educating individuals referencing forensic science.

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

Ability to transport tools, equipment, and evidence.

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 a 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.

AND

Possess at least two years experience as a Criminalist I - Firearms/Toolmark or comparable experience.

**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.