



MONTGOMERY COUNTY JOB POSTING NOTICE

**APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED UNTIL THE POSITION HAS BEEN FILLED.
MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.**

DEPARTMENT:	Montgomery County Sheriff's Office	JOB GRADE:	13
JOB TITLE:	Firearms Examiner	BI-WEEKLY SALARY:	\$2,692.30
LOCATION:	#1 Criminal Justice Dr. Conroe, TX	CIVIL SERVICE:	Yes
SHIFT HOURS:	Monday - Friday (8:00am - 5:00pm) Must be available for after duty/call out hours and/or shift assignment		
SUBMIT APPLICATIONS:	Montgomery County Human Resources Department	ADDRESS:	501 N. Thompson, Ste. 400 Conroe, TX 77301
PHONE:	(936) 539 - 7886	FAX:	(936) 788-8396
E-MAIL:	jobs@mctx.org	WEBSITE:	www.mctx.org
OFFICE HOURS:	Monday - Friday 8:00am - 5:00 pm (Friday: Closed from 12:00pm - 1:00pm)		

- To be considered for this position a completed Montgomery County Application and resume are required.
- The submission of your application to Montgomery County does not guarantee an interview.
- Montgomery County Recruiting will contact you directly if they are interested in setting you up for an interview.

Education, Experience and Skill Requirements:

- Bachelor of Science degree + 2 years experience in a Firearms Lab OR High School Diploma/equivalent + 5 years experience in a Firearms Lab
- Must be court qualified to testify as expert witness related to examination results
- Completion of training program equivalent to the Association of Firearms and Tool Mark Examiner's Training program or National Firearms Examiner's Academy preferred
- Must be able to read and comprehend technical manuals, troubleshooting guides and manufacturer's specifications
- Ability to operate equipment and machinery requiring monitoring of multiple conditions and making multiple, complex and rapid adjustments
- Must hold a valid Texas driver's license
- Must have a good motor vehicle driving record
- Must pass a criminal background screening, including possible polygraph testing
- Must be able to work independently and collaboratively
- Must have strong written and verbal communication skills
- Must be physically able to climb, balance, stoop, bend, kneel, crouch, crawl, lift, and squat for extended periods of time
- Must be able to lift items up to 50lbs. for distances of up to 10 feet
- May be exposed to outdoor weather conditions and moderate to loud noise levels
- Must be able to coordinate eyes, hands, feet and limbs in performing skilled movements

Primary Job Duties:

- Responsible for writing and implementing policy for the Firearms and Tool Mark Laboratory
- Forensic examination and comparison of firearms and firearms related evidence
- Serial number restoration
- Distance determination recommended
- Preparation of detailed technical reports outlining the results of examinations along with appropriate supporting documentation
- Provide clear and concise courtroom testimony as an expert witness related to examination procedures and results
- Must remain abreast of advances in examination techniques and changes within the firearms industry
- Respond to crime scenes to provide technical assistance as directed by a Crime Lab Supervisor
- Provide support to other agencies entering specimens into the National Integrated Ballistics Identification Network (NIBIN) system
- Must maintain proficiency through periodic training and proficiency testing as required
- Ability to properly enter and image specimens into the NIBIN system
- Ability to review and evaluate correlation results in the NIBIN system
- Any other additional duties as directed by a Crime Lab Supervisor

After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.

Position No:	5601-5007-1	Requisition No:	2212
Date Posted:	12/15/2015 (Revised)	Equal Employment Opportunity Employer	