

Harris County Institute of Forensic Sciences

Firearms Examiner III

Job Description (Revised 1/18/18)

Position Title: Firearms Examiner III

Reports to: Firearms Laboratory Manager

Required Minimum Education: Candidate must possess a Bachelor's of Science degree (or equivalent) from an accredited institution with a major in the natural sciences (e.g. Biology, Chemistry, Physics) or Forensic Science. Must have successfully completed a training program that adheres to the Association of Firearm and Toolmark Examiners training manual in addition to requisite proficiency in microscopic examinations or by training of similar structure at another laboratory.

Required Minimum Years of Applicable Experience: Candidate should have completed a firearms training program and a period of supervised casework. In addition, candidate should be proficient in Firearms Identification microscopic examinations and procedures.

Preferred Years of Applicable Experience: Two years of experience after completion of training and supervised casework. In addition, candidate should be proficient in Firearms Identification microscopic examinations and procedures.

Certification or Licensure Required: AFTE certification in Firearms Examination is strongly preferred. AFTE certification must be obtained within two years of hire. Must comply with State of Texas licensure requirements.

Other Experience and Preferred Skills: Familiarity with accreditation standards and requirements of ANSI - ASQ National Accreditation Board (ANAB) program and ISO 17025:2017 is required. Good communication skills for frequent testimony and participation in accreditation reviews and symposia/seminars. Computer literacy in the use of Microsoft Office applications (Word, Excel and PowerPoint). Ability to understand and use statistics as they apply or will apply to firearms examinations and comparisons.

Routine External Contacts: Law enforcement, prosecutors, defense attorneys, educators and peers during professional training or participation in accreditation or certification visits.

Principal Job Tasks:

- Conduct Laboratory Examination responsibilities to include, but not limited to:
 - Evaluation and test firing of various types of firearms.
 - Performs moderately complex and complex analysis of submitted firearms and firearms related evidence that may include hazardous biological and chemical substances.
 - Performs serial number restorations (firearms)
 - Performs gunshot residue / distance determination examinations.
- Issue reports accurately reflecting the results of examinations.
- Provide expert testimony in the discipline of Firearms Identification.
- Participate in the Firearms Examiner Call-Out rotation.
- Conduct reviews of other examiners' cases (administrative and technical).

- Enter specimens into the Integrated Ballistics Identification System (IBIS), review correlation results, and verify possible leads.
- Participate in the training of new examiners.
- Provide technical assistance to police officers, the District Attorney's Office and other law enforcement personnel.
- May lead and monitor technical and support personnel, work assignments and job performance.

Physical and other special requirements:

- Physical activities include, but are not limited to, standing, walking, running, talking, and hearing.
- Maintain a valid Texas driver's license and the ability to safely operate a motor vehicle.
- Able to safely test fire all types of firearms on a routine basis.
- Able to work for extended periods of time while seated at a comparison microscope.
- Able to work for extended periods of time at a personal computer.
- Able to work for extended periods of time at any hour during Firearm Examiner Call-Out.
- Able to lift moderately heavy items up to 50 lbs.

Work Hours: 40 hours per week; may include weekends and night or evening shift work.

FLSA Status: Exempt.