



## CUYAHOGA COUNTY ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY

### Firearms & Toolmarks Lab Supervisor

Medical Examiner's Office

Location: 11001 Cedar Avenue  
Cleveland, Ohio 44106

Salary: \$72,565.83 - \$101,570.95

Hourly Rate: \$34.89 - \$48.83

Pay Range: 17

Reports to: Laboratory QA Manager

Hours: 8:30 AM to 4:30 PM

Monday - Friday

**REQUIREMENTS:** Bachelor of Science degree in natural/physical science; successful completion from a training program and six (6) years of firearm/toolmark casework experience; some supervisory experience is desirable; or an equivalent combination of education, training, and experience. Successful completion from a training program and two years of firearms and toolmark casework experience (which may include time from the training program).

**RESPONSIBILITIES:** Supervises assigned staff; prioritizes, assigns, reviews, and coordinates work; ensures that activities are completed on-time and accurately; ensures that rush case requests are handled properly and in a timely fashion; consults with staff to review work requirements, status, and problems; monitors and provides for training needs; prepares and conducts employee performance evaluations as scheduled or required; assists staff with complex or problem situations; responds to employee issues and concerns; manages case statistics. Conducts examinations and comparisons of firearms, bullets, shells, casings, tool marks and other related items; applies instrumental, physical, and/or chemical techniques in the examination of firearm and tool mark evidence; disassembles, reassembles, renders safe, and tests firearms to determine operability, safety, and accuracy; documents unique characteristics and records physical parameters using measuring projections, micrometers, etc.; performs distance determination and examination of gunshot patterns with test standards; uploads into and reviews data from NIBIN, the National Integrated ballistic Information Network; prepares findings and issues reports based on the results of the examination; performs administrative and technical case review. Updates and/or drafts Standard Operating Procedures; reviews procedures to ensure compliance with accreditation guidelines; conducts legal and scientific research for new trends and developments affecting firearms examination; implements and enforces quality assurance procedures; ensures that proper safety procedures are followed. Communicates with a variety of individuals and groups; oversees lectures, internships, department tours, and detective requests; testifies in court; presents lectures to students, lawyers, and law enforcement personnel. Ensures that supplies and equipment are available so that productivity is not interrupted; reviews purchase orders for technical accuracy; ensures that supplies and reagents are ordered in a timely fashion; Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field; validates new procedures and implements and trains analysts on new procedures; conducts unit meetings with staff.

**APPLICATION PROCEDURE:** Please complete an on-line profile. Applications and resumes will only be accepted through the on-line process. All job offers are made with the understanding that prospective employees pass a drug test and a criminal background investigation prior to being hired.

### POSITION WILL REMAIN OPEN UNTIL FILLED.

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Department of Human Resources/ADA Coordinator at (216) 443-7190.

Please note that this position may be subject to an oath of office and/or bonding requirements pursuant to Chapter 107 of the

**Equal Opportunity Employer - Smoke-free and Drug-free Workplace.**

Visit our website: [www.cuyahogacounty.us](http://www.cuyahogacounty.us)

Posted: 09/24/2014