

LAW ENFORCEMENT LEAD ANALYST
(Working Title: Firearms and Tool Marks Work Unit Leader)
(Class Code: LE84-7907)

LOCATION: Division of Criminal Investigation, Cheyenne, Wyoming **FULL PAY BAND 8:** \$2,435 - \$4,956

CLOSING DATE: Open Until Filled
\$4,648

HIRING ZONE: \$3,971 -

RECRUITMENT ID: 7907

Per Month

GENERAL DESCRIPTION OF WORK: Manages the Wyoming State Crime Laboratory, Firearm and Tool Mark Unit; responsible for recommending and/or obtaining the tools and instrumentation used within the unit and the maintenance of same; includes some maintenance of the physical plant of the unit area; assigns and reviews case work for his unit as well as others; examines evidence; writes reports; provides expert advice to law enforcement and legal professionals to include court testimony; provides training to new unit members as well as others within and outside the laboratory; develops policies and procedures for the unit as well as for the laboratory in general via the safety committee; works with laboratory personnel to assure compliance with the various policies and procedures.

ESSENTIAL FUNCTIONS: Responsible for operation, input and correlation of data into the National Integrated Ballistics Information Network (NIBIN) system under Bureau of Alcohol, Tobacco and Firearms (BATF) requirements; responsible for operation, input and correlation of data into the Integrated Ballistic Identification System (IBIS); examines firearm and tool mark related evidence; prepares detailed reports on evidence and analysis for the submitting agency; presents findings in court-criminal and civil trials; documents and collects evidence at crime scenes and autopsies; examines evidence, prepares detailed reports on evidence analysis and presents findings in court related to other areas of analytical expertise including: headlamp on/off determinations, explosive devices, crime scene processing; studies literature, attends trainings and works on own research projects to maintain proficiency in areas of expertise; authors policies and procedures for Unit; performs maintenance of unit and laboratory supplies and equipment on a routine and continuous basis; reviews the laboratory work product and is available for consultation; assigns casework to subordinates; conducts performance appraisals; coordinates casework activities; conducts training sessions; oversees technical training and continuing education, quality assurance, safety and proficiency testing for the Unit.

KNOWLEDGE AND SKILLS: Knowledge of the National Integrated Ballistics Information Network (NIBIN) and Integrated Ballistic Identification System (IBIS); knowledge of ASCLD accreditation standards and requirements as they apply to the Firearm/Toolmark Unit, knowledge of policies, procedures and standards of laboratory practices; knowledge of laboratory testing procedures and techniques; knowledge of equipment and supplies used in a laboratory; knowledge of proper procedures and standard safety precautions in a laboratory environment; knowledge of laboratory terminology and techniques including safety; knowledge of the use of analytical balances, pH meters, basic microscopes and computers; knowledge of firearms and ammunition including safe handling; knowledge of data entry codes used in the laboratory. Skill in carrying out a variety of laboratory tests as described; skill in the use of computers and cameras; skill in finding and identifying essential information; skill in use of extensive users manuals; skill in using logic and analysis to identify the strengths and weaknesses of different approaches; skill in work organization and the ability to work independently; skill in using and understanding the operational methods and techniques of laboratory material and equipment; skill in maintaining accurate and complete records; skill in communicating clearly and concisely; skill in establishing and maintaining effective working relationships with those contacted in the course of work; skill in completing tasks in a timely manner with minimum supervision; skill in explaining procedures and results in area of expertise to a lay person in understandable terms; skill in handling multi-tasks efficiently and accurately; skill in using tools associated with the position; skill in maintaining confidentiality is all aspects of work.

QUALIFICATIONS: Any combination of training and experience equivalent to a bachelor's degree in a physical science, natural science, forensic science, criminalistics, criminal justice, police science, industrial technology, engineering or other closely related field, PLUS four years of professional work experience in a laboratory setting. Some positions may require POST certification.

NOTE: Preference will be given to those candidates who have significant work experience in an accredited forensic laboratory, demonstrate a familiarity with ASCLD requirements pertaining to accreditation and casework documentation, have experience writing Technical SOP and Training Manuals, and are AFTE certified. Successful applicants are required to have a valid drivers license, pass an extensive background investigation, and adhere to physical fitness standards in relation to the ability to perform field work associated with crime scene processing and laboratory work.

APPLICATIONS: For more information or to apply online go to <http://statejobs.state.wy.us/JobSearchDetail.aspx?ID=7907> or submit a State of Wyoming Employment Application to the Human Resource Division, Emerson Building, 2001 Capitol Avenue, Cheyenne, WY 82002-0060, Phone: (307)777-7188, Fax: (307)777-6562, along with transcripts of any relevant course work.

The State of Wyoming actively supports the ADA and reasonably accommodates qualified applicants with disabilities. No notice of eligibility will be sent to applicants who meet the minimum qualifications.