



## North Dakota **Attorney General**

### **FORENSIC SCIENTIST III (Firearms/Toolmarks Unit Technical Leader)**

**Position No.:** 125-1883

**Salary Range:** \$75,000 - \$105,000 Annually (Commensurate with Experience)

**Closing Date:** August 15, 2023

**Status:** Full-Time with State Benefit Package

**Recruitment:** Internal/External

**Location:** Crime Laboratory Division, 2641 East Main Avenue, Bismarck, ND

**Selecting Supervisor:** Jennifer Penner, Interim Director, Crime Laboratory

### **Summary of Work**

This position will serve as the Technical Leader (Forensic Scientist III) of the Firearms/Toolmarks Unit. Under supervision of the Laboratory Director, this position will provide technical and analytical guidance, and perform highly specialized forensic examinations related to firearms and tool mark identification. Responds to all inquiries in matters of procedure, to include approving and submitting changes to analytical procedures from staff. Coordinates and conducts validation of all new equipment and methods. Organizes proficiency testing for scientists within the unit. Serves as the primary trainer for new employees within the unit and also maintains an individual caseload.

Casework duties include performing examinations of firearms, ammunition, ammunition components, tools, tool marks, and other firearms or tool related evidence utilizing bullet recovery systems, comparison microscopes, scales, calipers, cameras, and other laboratory equipment. Such examinations shall include examination and test firing of all types of firearms, recovery and comparison of fired bullets and cartridge cases, trigger pull analysis, serial number restoration, tool mark identification, and fracture match identifications. The technical leader may also design and conduct experiments related to specific case issues and will interpret and evaluate examination results to determine their validity, scientific significance, and evidentiary value. Create detailed notes on all examinations performed, prepare written reports, and testify as an expert witness in a court of law.

Maintain instrumentation and equipment used for analysis of evidence including required performance checks. Determine analytical equipment needs for the Unit. Research new instrumentation and changes in existing instrumentation in the specialty field and recommend purchase of new instruments and/or equipment to the Laboratory Director. Monitor the quality of analysis, including compliance with the ISO/IEC 17025 requirements and the ANSI National

Accreditation Board (ANAB) Forensic Science Testing and Calibration Laboratories Accreditation Requirements, and make recommendations for quality improvement. Provide feedback to unit members regarding technical procedures, training program requirements, novel technologies, national forensic science discipline trends and issues, and QA/QC standards. Performing review of casework within the discipline to evaluate consistent use of technical procedures within the discipline and compliance to quality assurance standards.

In addition to the monthly salary, this position includes fully paid health insurance for employee and family, the option to participate in employee-paid dental and vision for employee and family, participation in the state NDPERS defined contribution retirement plan as well as the option to participate in the 457 deferred compensation plan, the option to contribute to a medical spending account, and earning annual and sick leave.

### **Minimum Qualifications**

1. Educational background and experience:
  - a. Bachelor's degree from an accredited college or university in forensic science, biology, chemistry, microbiology, toxicology, a closely related natural science; or a Bachelor's degree in criminal justice plus a current nationally recognized certification in an applicable forensic discipline.
  - b. Successful completion of a documented Firearm and Tool Mark Examiner training program equivalent to the Association of Firearm and Tool Mark Examiners' (AFTE) Training Manual.
  - c. A minimum of 6 years of forensic laboratory experience conducting firearms/toolmarks analysis and experience testifying in court as an expert witness.
  - d. Preference will be given to applicants with previous Technical Leader or supervisory experience.
2. Ability, demonstrated in previous employment experience or described in personnel records, to establish and maintain effective, harmonious working relationships with clients, co-workers, and supervisors.
3. Demonstrated ability to communicate tactfully and with emphasis on customer service.
4. Excellent prioritization, time management, and organization skills.
5. Ability to maintain a high degree of confidentiality.
6. Display interpersonal skills in dealing with customers and co-workers, utilize appropriate telephone etiquette, demonstrate appropriate written and verbal communication skills, and demonstrate ability to perform standard office tasks and operate standard office equipment.
7. Successful completion of the interview process, reference checks, and standard background and criminal record checks to determine knowledge, skills, and abilities to perform forensic scientist tasks.

This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities as necessary.

## About Team ND

*"Far and away the best prize life offers is the chance to work hard at work worth doing." - Theodore Roosevelt*

More than 7,500 talented, hard-working people across sixty-three agencies have come together as Team North Dakota. At Team ND, we are driven to succeed through gratitude, humility, curiosity and courage. Our purpose is to empower people, improve lives, and inspire success. Join us in being legendary.

**Total Rewards:** The State of North Dakota is committed to providing team members with a strong and competitive [rewards](#) package that support you, your health and your family.

Considering a new position on Team ND? How does your current position stack up? Use our [Total Rewards Calculator](#) to estimate.

## Application Procedures

Applicants are screened based on qualifications, successful completion of the interview process and a background and criminal investigation. Applicants must be currently authorized to work in the United States on a full-time basis. **The Office of Attorney General does not provide sponsorships.**

Application package must be received by 11:59 PM on the closing date listed on the opening.

TO BE CONSIDERED FOR THIS POSITION APPLICATIONS MUST BE SUBMITTED ONLINE AT: [www.nd.gov/careers](http://www.nd.gov/careers)

Documents to be submitted:

- Resume
- Cover letter with a summary that clearly explains how the applicant's work experience is related to the summary of work and minimum/preferred qualifications
- 3 Professional References
- College Transcripts (copies or unofficial versions are acceptable for the initial application process but when the top candidate is given a conditional employment offer, they are required to present official transcripts)

Anyone needing assistance or accommodations during any part of the application or interview process please contact Ashley, Office of Attorney General: E-mail: [aeisenbeis@nd.gov](mailto:aeisenbeis@nd.gov); phone: (701) 328-1256 or TTY: 1-800-366-6888.

- Learn more about Office of Attorney General at: <https://attorneygeneral.nd.gov/>
- Learn more about Employment Benefits at: <https://www.nd.gov/omb/public/careers/team-nd-benefits>
- Visit North Dakota State government: <http://www.nd.gov>

To learn more about living in North Dakota, visit <https://findthegoodlife.com>

## **Equal Employment Opportunity**

The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), genetics, religion, age or disability in employment or the provisions of services and complies with the provisions of the North Dakota Human Rights Act.

As an employer, the State of North Dakota prohibits smoking in all places of state employment in accordance with N.D.C.C. § 23-12-10.