



**THE CITY OF OKLAHOMA CITY**  
**invites applications for the position of:**

## **FIREARMS EXAMINER**

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**SALARY:** \$60,050.88 - \$91,704.96 Annually

**OPENING DATE:** 04/02/22

**CLOSING DATE:** 05/03/22 11:59 PM

### **DEPARTMENT INFORMATION, JOB SUMMARY AND ESSENTIAL JOB FUNCTIONS:**

**NOTE:** The normal starting salary for this position is \$60,050.88/annually. A higher salary may be considered, dependent on the qualifications and experience of the selected applicant and/or the City's step placement policy.

**NOTE:** The Oklahoma City Police Department's Body Art/Visible Tattoo Policy is available at the following link: <https://joinokcpd.com/tattoo-policy>. Please ensure you have read the policy, understand the policy, and are willing and able to comply with the policy.

#### **DEPARTMENTAL INFORMATION**

Laboratory Services Division Firearms Examiners perform forensic comparisons of evidentiary projectiles and casings with reference items obtained by test firing weapons suspected of being used in criminal activity. They issue reports of their findings and offer expert witness testimony in courts of law.

#### **JOB SUMMARY AND ESSENTIAL JOB FUNCTIONS**

This job classification has been designated as a safety sensitive job classification in accordance with the Oklahoma Medical Marijuana and Patient Protection Act, 63 O.S., § 427.1 *et seq.*, (OSCN 2019), effective August 29, 2019. This means employees in this job classification can be subject to disciplinary action up to and including termination if they test positive for marijuana components or metabolites, even if they possess a medical marijuana license.

This job is located in the Investigations Bureau of the Oklahoma City Police Department and is under the direction of an immediate supervisor. The primary responsibility of this classification is to classify, match, and identify a variety of firearms, weapons, cartridges, bullets, and similar ballistics evidence. The Firearms Examiner must use specialized knowledge, skills, and abilities acquired prior to assuming the job. **Essential job functions include:** examining and classifying firearms and munitions received as evidence; determining the make, model, and serial number of firearms; performing tests required to ascertain the functional status of a firearm; reviewing files to determine if recovered weapons have a previous record of being stolen or wanted as evidence; restoring by a chemical etching process identifying marks or numbers which have been removed; test firing weapons in water tanks and/or other recovery systems; comparing bullets and fired cartridge casings with those recovered at crime scenes; utilizing a microscope to make bullet specimen and cartridge casing comparisons; entering information into the National Integrated Ballistic Information Network (NIBIN) database and evaluating search results; and taking photographs of ammunition employing photo micrographic techniques. Additional responsibilities include but are not limited to: preparing reports on all evidence examinations which include description of weapon or ammunition and results of tests and/or comparisons; preparing evidence and testifying in court as to the findings

of tests performed in the laboratory; maintaining report files, ensuring proper evidence storage, and participating in continuous training programs in areas related to firearms identification and examination. The employee has regular contact with law-enforcement personnel, Officers of the Court and other law-enforcement agencies to exchange work related information. The work products are reviewed by the immediate supervisor for overall quality, accuracy, and adherence to departmental policies and procedures.

### **VETERANS PREFERENCE**

Honorably discharged veterans of the United States Active Duty Armed Forces, National Guard and Reserve Forces who are not currently employed full-time by the City of Oklahoma City shall receive five (5) points added to the passing score on an initial selection process. Qualified applicants must upload or submit a copy of their DD Form 214 or NGB Form 22 indicating discharge type/character of service at the time of application.

## **JOB REQUIREMENTS:**

- Knowledge of the principles and practices of firearms and munitions identification and comparison.
- Knowledge of equipment used for testing, measuring, and/or identifying firearms and munitions items.
- Skill in the operation of the existing laboratory equipment.
- Skill in applying and maintaining proper laboratory techniques and procedures.
- Skill in recording information accurately.
- Skill in communicating in both verbal and written form.
- Ability to make precise and accurate measurements and microscopic examinations.
- Ability to operate standard office machines and equipment
- Ability and willingness to establish and maintain effective working relationships.
- Ability to maintain accurate records and prepare reports.
- Ability to utilize and handle a variety of weapons safely.
- Willingness and ability to appear in court to provide expert testimony.
- Willingness to uphold departmental standards and policies.
- Possession of a valid driver license (Operator).

### **DEPARTMENTAL PREFERENCES**

- Bachelor's degree or higher in a scientific or technical area of study.
- Minimum two (2) years' experience conducting independent forensic examinations of firearms-related evidence in an accredited forensic testing laboratory.

## **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

### **WORKING CONDITIONS**

- Primarily in-doors in a laboratory environment.
- Frequent exposure to discharging firearms while using required personal protective equipment.
- Occasional local and out-of-state travel to attend conferences and seminars.
- Subject to continuous exposure to light and glare from a computer monitor.
- Subject to continuous exposure to low-level noise from computers, ten-keys, copiers, faxes, etc.
- Subject to communicating technical information under cross-examination.
- Occasionally required to work beyond normal working hours.
- Subject to being on-call 24-hours including weekends and holidays.

**NOTE:** Typical City employee working hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. However, working hours vary (may require work to begin before 8:00 a.m. and/or end beyond

5:00 p.m., and/or may require work on weekends and holidays), and are subject to change, based on the duties and location of the position and the business needs of the assigned work unit/department.

### **PHYSICAL REQUIREMENTS**

- Strength enough to lift and carry items and equipment weighing up to 50 pounds.
- Manual and finger dexterity enough to operate equipment such as microscopes, scales, firearms, and firearm testing equipment, etc.
- Speech and hearing enough to communicate effectively in person or by telephone, or to make court presentations of evidence.
- Near vision enough make microscopic examinations to compare and identify cartridges, bullets, and similar evidence, etc.

### **OTHER NOTES:**

**NOTE:** Civilian employees of the Oklahoma City Police Department must successfully complete a comprehensive background check and polygraph test prior to employment.

**NOTE:** Applicants invited to interview for this position will be required to complete a one-way video interview using Spark Hire video interview software.

**NOTE:** City employees are required to receive pay electronically, either via direct deposit or pay card.

**NOTE:** Full-time employees on the Interdepartmental lateral transfer/voluntary demotion list who are interested in this position must submit an application through the standard process.

**NOTE TO FORMER EMPLOYEES:** To participate in any selection process, former employees must be eligible for rehire. If you are unsure of your rehire status, please contact the Human Resources Department at (405) 297-2530. If your rehire status has been coded "Not Eligible," "Eligible 3," or "Conditional," you will need to request a review of your rehire status through the Human Resources Department's Employee and Labor Relations Division.

**NOTE:** Upon a conditional offer and acceptance of employment, the City of Oklahoma City will conduct a background investigation/verification. Applicants will be provided contact information for any third-party reporting agencies used to collect background information in connection with conditional offers of employment.

**NOTE:** Applicants will be provided a copy of the City of Oklahoma City's Drug and Alcohol Testing Policy upon conditional offer and acceptance of the position and prior to being directed for a health screen/physical examination and drug test.

**NOTE: Completion of the supplemental questions is required. Applicant responses to supplemental questions must specifically answer the questions asked. Responses to supplemental questions must be supported by work history/information listed on the application/resume. Applications may not be reviewed if specific responses to supplemental questions have not been provided.**

### **AN EQUAL OPPORTUNITY EMPLOYER**

If you require reasonable accommodation at any time during the hiring process, please notify one of the Human Resources Department Representatives by calling 405-297-2530.

The City of Oklahoma City is an equal opportunity employer and values diversity and inclusion.

The City of Oklahoma City will not discriminate against any applicant or employee because of race, color, creed, national origin, ethnicity, religion, sex (to include sexual orientation and gender

identity and/or expression), age, genetic information, disability or political affiliation.

**Recruiter: RL**

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**AN EQUAL OPPORTUNITY EMPLOYER**

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APPLICATIONS MAY BE FILED ONLINE AT:

[www.okc.gov](http://www.okc.gov)

Position #202200461

FIREARMS EXAMINER

700 Colcord Dr.  
Oklahoma City, OK 73102  
405.297.2530

[careers@okc.gov](mailto:careers@okc.gov)

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**FIREARMS EXAMINER Supplemental Questionnaire**

- \* 1. Can you meet the essential job functions, job requirements, working conditions, and physical requirements of this position as stated on the vacancy announcement with or without reasonable accommodation? NOTE: If you require reasonable accommodation at any time during the hiring process or while employed with the City of Oklahoma City, please notify a Human Resources Department Representative by calling 405-297-2530.
  - ☐ Yes
  - ☐ No
- \* 2. Please indicate the type of driver license you currently possess.
  - ☐ I do not possess a valid driver license.
  - ☐ Class A CDL
  - ☐ Class B CDL
  - ☐ Class C CDL
  - ☐ Valid Driver License (Operator)
- \* 3. If you have skill in the operation of the existing laboratory equipment, please briefly describe this skill. If you do not have this skill, type in N/A.
- \* 4. If you have skill in applying and maintaining proper laboratory techniques and procedures, please briefly describe this skill. If you do not have this skill, type in N/A.
- \* 5. If you have skill in recording information accurately, please briefly describe this skill. If you do not have this skill, type in N/A.
- \* 6. If you have skill in communicating in both verbal and written form, please briefly describe this skill. If you do not have this skill, type in N/A.
- \* 7. Do you have bachelor's degree or higher in a scientific or technical area of study from an accredited university?
  - ☐ Yes
  - ☐ No

- \* 8. If you have a bachelor's degree or higher in a scientific or technical area of study, type in the scientific or technical area of study. If you do not, type in N/A.
  
- \* 9. If you have a minimum two (2) years' experience conducting independent forensic examinations of firearms-related evidence in an accredited forensic testing laboratory, please briefly describe this experience including your duties and responsibilities. If you do not have this experience, type in N/A.

\* Required Question