



The City of  
**OKLAHOMA CITY**  
**PERSONNEL DEPARTMENT**  
420 W. Main, Suite 110  
Oklahoma City, Oklahoma 73102

# Vacancy

**NOTE:** Applicant must satisfactorily complete a polygraph, police background check, drug screen and medical exam.

**NOTE:** The Firearms Examiner is subject to being on call 24 hours including weekends and holidays.

## **FIREARMS EXAMINER**

**Salary: \$49,381 to \$75,439/Annually**

Interested applicants apply at the Personnel Department, Monday through Friday, 8:00 a.m. to 5:00 p.m. Applications with resumes will be accepted from July 13, 2009 through July 31, 2009.

### **JOB SUMMARY**

This job is located in the **Forensic Services Division 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, as well as various tool-mark comparisons. The Firearms Examiner must use specialized knowledge, skills, and abilities acquired prior to assuming the job. **Essential job functions may include:** examining and classifying firearms and munitions received as evidence; determining the make, model, and serial number of firearms; 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; 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.

### **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.

### **DEPARTMENTAL PREFERENCE**

- Bachelor's degree in a technical field related to firearms examination.
- Minimum of five (5) years experience as a qualified Firearms Examiner.
- Experience with ASCLD/LAB accreditation standards as they pertain to firearms examination.
- Experience operating the Integrated Ballistics Identification System (IBIS).

See reverse for additional information.

### ***AN EQUAL OPPORTUNITY EMPLOYER***

*If you require reasonable accommodation at any time during the hiring process, please notify one of our personnel representative to make arrangements.*

### **WORKING CONDITIONS**

- Primarily indoors in a laboratory environment.
- Occasional local travel to assist in on-site inspection and collection of evidence from crime scenes.
- 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.

### **PHYSICAL REQUIREMENTS**

- Strength enough to lift and carry items and equipment weighing up to 50 lbs.
- 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.

### **FRINGE BENEFITS**

|                         |   |
|-------------------------|---|
| Vacation                | 96 hours per year.  |
| Sick Leave              | 130 hours per year  |
| Holidays                | 10 regular holidays per year.   |
| Injury Insurance        | Effective day of employment.  |
| Retirement              | Jointly paid by the City and employee.  |
| Credit Union            | Full banking services.  |
| Life Insurance          | City provides \$10,000 term coverage; optional, supplemental and dependent coverage available at low rates. |
| Health Insurance or HMO | Plans available for employee and dependent coverage.  |
| Dental Insurance        | Employee and dependent coverage available at reasonable rates   |
| Disability Plan         | City pays 60% of pre-disability income.   |
| Compensation            | Employees are required to receive pay electronically, either direct deposit or paycard.                     |

Vacancy Id: 1773  
Agency/Org: 420-0339  
Class: 2520  
Analyst: cc

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