



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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