HARRIS COUNTY
Human Resource & Risk Management
Houston, TX 77002
https://agency.governmentjobs.com//harriscountytx/default.cfm
Harris County Logo   **invites applications for the position of:**

IBIS Support Technician

An Equal Opportunity Employer

SALARY:	Depends on Qualifications
OPENING DATE:	03/08/21
CLOSING DATE:	04/08/21 11:59 PM

POSITION DESCRIPTION:

The IBIS Technician tracks inventory, documents and evaluates various types of firearms for possible entry into the IBIS / NIBIN database. This position reports to the Firearms Laboratory Manager and will routinely interact with an array of external contacts consisting of law enforcement, prosecutors, defense attorneys, and educators and peers during professional training or participation in accreditation or certification visits.

Essential Duties and Responsibilities
- Test fires appropriate calibers and types of firearms
- Conducts restoration of obliterated serial numbers on firearms
- Receives, releases and maintains evidence submitted for examination
- Issue reports accurately reflecting the results of examinations
- Testify in court relating to the results of examination
- Conduct administrative reviews of other technician's reports

Harris County is an Equal Opportunity Employer
https://hrrm.harriscountytx.gov/Pages/EqualEmploymentOpportunityPlan.aspx
If you need special services or accommodations, please call (713) 274-5445 or email
ADACoordinator@bmd.hctx.net

REQUIREMENTS:

- Bachelor of Science Degree (or equivalent) in a natural science (e.g., Biology, Chemistry, Physics) or Forensic Sciences from an accredited four-year institution
  - Transcripts are required with application
  - Official certified original will be required prior to any job offer
- Must meet licensure requirements as established by the Texas Forensic Science Commission
- A valid driver's license (Texas upon hire) and the ability to safely operate a motor vehicle

PHYSICAL AND OTHER SPECIAL REQUIREMENTS
- Physical activities include, but are not limited to, standing, walking, running, talking, and hearing
- Ability to work for extended periods of time while seated at the IBIS Brasstrax unit
- Ability to work for extended periods of time at a personal computer

- Ability to evaluate test fired specimens in order to follow IBIS entry protocols
- Ability to lift moderately heavy items up to 50 lbs

NOTE: Qualifying education, experience, knowledge and skills must be documented on your job application. You may attach a resume to the application as supporting documentation but **ONLY information stated on the application will be used for consideration. "See Resume" will not be accepted for qualifications.**

PREFERENCES:

- Prior experience in a firearms laboratory with experience in the test firing and evaluation of all types of firearms
- Prior experience utilizing the IBIS / NIBIN technology
- Familiarity with accreditation standards and requirements of the ANSI-ASQ National Accreditation Board (ANAB) ISO/IEC 17025 program
- Computer literacy in the use of Microsoft Office applications (Word, Excel, and PowerPoint)

GENERAL INFORMATION:

WORK HOURS:
- 40 hours per week
- May include weekends and night or evening shift work

Employment is contingent upon passing a background check and drug screen.

Due to a high volume of applications positions may close prior to the advertised closing date or at the discretion of the Hiring Department.

Harris County has an Employment-at-Will Policy.

Employment is contingent on passing a criminal background check.

Upon receiving a conditional Offer of Employment, all applicants are screened for the presence of illegal drugs.

To view your detailed application status, please log-in to your on-line profile by visiting: https://www.governmentjobs.com/careers/harriscountytx

1310 Prairie Street, Ste. 240
Houston, TX 77002

Position #05987
IBIS SUPPORT TECHNICIAN
DP

employment@bmd.hctx.net

IBIS Support Technician Supplemental Questionnaire

*   1. Which of the following best describes your level of education competed as it relates to this position?

❑ High School Diploma or GED equivalent
❑ Associate's Degree
❑ Bachelor's Degree or higher
❑ None of the above

*   2. If you selected a degree in response to the previous question, which of the following fields of study best relate to your major?

❑ Biology
❑ Chemistry
❑ Physics
❑ Forensic Science
❑ Other closely related natural or forensic science
❑ Other unrelated major
❑ No degree; Not applicable

*   3. Please describe your educational background including the level of education completed, area of study, and completed major and minor programs. NOTE: Your academic transcript is a REQUIRED attachment to your application.

*   4. Which of the following best describes your experience working in a forensic laboratory conducting firearms identification, testing and evaluation? Qualifying experience must be clearly documented in the experience section of your application.

❑ No experience
❑ Less than one year
❑ One to two years
❑ Two to three years
❑ More than three years

*   5. Which of the following experiences and skills have you acquired through prior employment? Select all that apply. Qualifying experience must be clearly documented on your application's employment history.

❑ Firearms testing/handling experience
❑ Prior Military/Law Enforcement experience
❑ Weapons and ammunitions cataloging
❑ Reagent/solution preparation
❑ Documentation and quality control checks
❑ Proficiency with IBIS / NIBIN technology
❑ None of the above

*   6. Are you familiar with accreditation standards and requirements of the ANSI-ASQ National Accreditation Board (ANAB) ISO/IEC 17025 program?

❑ Yes
❑ No

*   7. Which of the following describes your level of proficiency using a personal computer and common office software? Please select your level of proficiency based on the following descriptions: Advanced: A person with this level of skills is able to produce very large, complex formal documents that require a table of contents, footnotes, endnotes, bookmarks, and other special elements; a wide range of graphic effects, and use advanced techniques for analyzing and manipulating data. Has full mastery of Macro commands and skills to tie the objects together into a cohesive system by using Macros and Visual Basic for Applications code. Makes interactive presentations by using hyperlinks and action buttons. Intermediate: A person with this level of skills is able to customize toolbars, import and insert graphs, embed Excel data, and elaborate reports. Understands the concepts of databases and is able to work with

charts and to use the list management capabilities of Excel. Able to use complex query techniques, create efficient forms and reports, and create Macros to automate these forms. Makes interactive presentations by using hyperlinks and action buttons. Basic: A person with this level of skills is able to use basic formatting, editing, printing functions, and understands the document page setup. Has the ability to enter and correct data, modify a workbook, format a worksheet, and use printing functions. Understands the different database concepts and structures and is familiar with data validation and is able to create a simple presentation in PowerPoint, run it, and print it. Entry Level: A person with this level of skills has the ability to open, create, save and modify documents in Word, send and receive email in Outlook and create spreadsheets in Excel. Format documents for printing, comfortable using the printer menu to preview documents. Has ability to change the font, the margins, insert or delete pages and use the built-in spellchecker

- ❏ Advanced
- ❏ Intermediate
- ❏ Basic
- ❏ Entry Level
- ❏ Not proficient

*   8. Which of the following Microsoft Office programs have you used proficiently during your previous employment? Please select all that apply

- ❏ Excel
- ❏ Word
- ❏ PowerPoint
- ❏ Publisher
- ❏ Access
- ❏ SharePoint
- ❏ Outlook
- ❏ Windows
- ❏ None of the Above

*   9. This position requires a valid driver's license. A Texas driver's license must be obtained by start date. Do you have a valid driver's license?

- ❏ Yes
- ❏ No

* 10. Please provide number, class, state and expiration date below: (Type N/A if not applicable)

* Required Question