

CITY OF HOUSTON
Department of Human Resources
ONLINE SUBMISSIONS REQUIRED
Houston, TX 77002
(832) 393-6090

<http://www.houstontx.gov>
**INVITES APPLICATIONS FOR THE POSITION OF:
CRIMINALIST (FIREARMS)**

An Equal Opportunity Employer

SALARY

\$1,283.00 - \$2,650.00 Biweekly \$33,358.00 - \$68,900.00 Annually

OPENING DATE: 06/12/13

CLOSING DATE: Continuous

THE POSITION

PN#11127

HOUSTON POLICE
CRIME LABORATORY
N/A
1200 TRAVIS
MONDAY – FRIDAY, 8AM – 4 PM*
*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Employee will follow the training program and schedule provided in order to become a firearms examiner. Upon completion of training, employee will undergo a period of supervised casework to include the following roles: Primary analyst, second analyst, and reviewing analyst. As an examiner, duties will include conducting microscopic examinations, reviewing examinations of other examiners, preparing accurate and detailed notes, issuing reports, and testifying in court as an expert witness. Employee will actively participate in the section's IBIS program including making trips, as needed, to the property room to return and pick firearms and fired evidence specimens, test firing firearms, evaluating test fired specimens for imaging into IBIS, and imaging specimens into the IBIS system. Employee may complete other duties as assigned.

WORKING CONDITIONS

The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces

MINIMUM REQUIREMENTS

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline. Bachelor's degree in a physical science or a closely related

field. Transcripts are required.

MINIMUM EXPERIENCE REQUIREMENTS

None at entry level.

MINIMUM LICENSE REQUIREMENTS

None.

PREFERENCES

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Prefer applicants experienced and court qualified in firearms examinations in an accredited lab. Salary based on experience as a criminalist.

GENERAL INFORMATION SELECTION/SKILLS TESTS REQUIRED

None, however, the Department may administer a skill assessment evaluation. If recommended, you will be required to pass a background check and polygraph.

SAFETY IMPACT POSITION YES

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification.

Pay Grade 20

APPLICATION PROCEDURES

Only online applications will be accepted for this City of Houston job and must be received by the Human Resources Department during posting opening and closing dates shown. Applications must be submitted online at: www.houstontx.gov.

For application status inquiries or special accommodations, please call (713) 308-1300. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471.

All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided

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APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.houstontx.gov>

OR

ONLINE SUBMISSIONS REQUIRED,
Houston, TX 77002

EXAM #11127
CRIMINALIST (FIREARMS)
SR

CRIMINALIST (FIREARMS) Supplemental Questionnaire

- * 1. In the last 10 years, were you ever convicted of a violation of any criminal laws whether felony or misdemeanor not including parking or speeding violations?
 - ☐ Yes
 - ☐ No
- * 2. Are you now or have you ever been on any form of parole, probation or deferred adjudication?
 - ☐ Yes, within the last 10 years
 - ☐ Yes, more than 10 years ago
 - ☐ No
- * 3. Do you have a Bachelor's degree in a Physical Science or a closely related field?
 - ☐ Yes
 - ☐ No
- * 4. What is the highest level of education you have obtained?
 - ☐ Less than GED/High School Diploma
 - ☐ GED/High School Diploma
 - ☐ Associate's Degree
 - ☐ Bachelor's Degree
 - ☐ Master's Degree and beyond
- * Required Question