



NON-SWORN MEMBER VACANCY

The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level.

DATE: July 28, 2021

JOB VACANCY MEMORANDUM NO. 21-34

TITLE: Assistant Supervisor, Technical Leader - Firearms Section

ELEMENT OF ASSIGNMENT: Firearms Section/KC Police Crime Laboratory

PAY RANGE: 19

STARTING MONTHLY SALARY: \$4,676 to \$7,481

VACANCY STATUS: Anticipated

EXPIRATION DATE: August 25, 2021

REQUIREMENTS:

Job Objectives: (Purpose of the position.)

Oversee the technical operations of the Firearms Section of the Kansas City Police Crime Laboratory. Establish technical procedures and training programs for the section. Ensure the validity and proficiency of current testing procedures and ensures the section stays abreast of new technical equipment and technologies. Ensure section procedures, section output and section operations comply with established accreditation standards and laboratory quality assurance requirements. Maintain continual technical involvement within the section's relevant forensic discipline(s) and categories of testing via casework analysis.

Responsibilities include those required of a Forensic Specialist IV in the Firearms Section, including evaluation, examination and comparison of firearms evidence, as well as the preparation of written reports of findings and courtroom testimony to support those analytical findings.

Essential Job Functions: (Functions essential to attaining job objectives.)

1. Establish, oversee and monitor quality assurance standards for firearms analysis within the laboratory.
2. Provide technical assistance to all examiners performing firearms casework within the section.
3. Responsible for technical problem solving and troubleshooting involving analytical methods used within the section.

4. Evaluate technical methodologies used by the Firearms Section and propose new or modified procedures.
5. Oversee design and implementation of validation studies and research projects within the section.
6. Stay abreast of new scientific methodologies for analyses performed with the Firearms Section and research and provide recommendations as to implementation of those technologies.
7. Establish, write and ensure publication of section technical procedures and training programs.
8. Monitor compliance with established section procedures and training programs.
9. Routinely perform casework analysis in areas of competence.
10. Maintain regular and reliable attendance and may occasionally be required to work mandatory overtime, flexible hours, and be on-call during off-duty hours.
11. Safely perform duties; may be exposed to hazardous materials and working conditions, in addition to inclement weather.
12. Perform other duties as required, or as assigned by laboratory management.
13. This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

Job Standards: (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of this position, the incumbent must possess a minimum of a Bachelor's degree from an accredited college or university, in a chemical, physical or biological science or forensic science (e.g. Chemistry, Biology, Physics, or Forensic Science).

Five years of forensic laboratory experience in the relevant discipline is required.

The incumbent must be certified in their specific forensic discipline or certifiable within one year of employment.

Incumbent must possess sufficient knowledge and experience in the assigned discipline to qualify as an expert witness in court.

The incumbent is required to have strong decision-making, leadership, communication (both oral and written), instructional, time management and organizational skills. Incumbent must also demonstrate sound analytical capability in evidence analysis.

Incumbent is required to submit a DNA standard for quality control purposes.

Incumbent must hold a current valid Driver's License.

Physical Requirements: Heavy lifting (20 to 50 pounds) and walking (up to 2 miles a day) on an occasional basis are required. Exposure to hazardous materials and working conditions exist.

Job Location: (Place where work is performed.)

This position operates in a scientific laboratory 95% of the time; remaining 5% of time is spent engaged in fieldwork or other duties.

Equipment: (Machines, devices, tools, etc., used in job performance.)

- Computer, telephone, facsimile, scanner, photocopier
- Photographic equipment
- Vehicle
- Microscope, balance, caliper
- Miscellaneous occupational related equipment

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Director Kevin Winer, Kansas City Police Crime Lab** by no later than **AUGUST 25, 2021**.

Outside applicants interested in being considered for the position must submit a cover letter and a resume to Mindy.Davis@kcpd.org, to be received no later than **AUGUST 25, 2021**.

Selected applicants who meet all of the qualifications will be contacted individually to schedule an interview. Selected applicants must submit to a MMPI, CVSA, post-offer physical examination and routine drug screen.

Captain Marisa Barnes

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Commander, Employment Unit