



THE CITY OF OKLAHOMA CITY
invites applications for the position of:

FIREARMS EXAMINER

SALARY: \$54,830.88 - \$83,749.68 Annually

OPENING DATE: 05/15/17

CLOSING DATE: 06/04/17 11:59 PM

JOB SUMMARY AND ESSENTIAL JOB FUNCTIONS:

This job is located in the **Investigations Bureau** 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. 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: traveling to assist in on-site inspection and collection of evidence from crime scenes; 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.

VETERANS PREFERENCE

A five-point preference will be awarded on the initial scored selection process for honorably discharged veterans of the United States Armed Forces not currently employed full-time by the City of Oklahoma City. Qualified applicants must upload or submit a copy of their DD Form 214 indicating discharge type/character of service at the time of application.

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.
- Possession of a valid driver license.

DEPARTMENTAL PREFERENCES

- Bachelor's degree, or higher, in a scientific or technical area of study.
- Minimum two (2) years' experience conducting independent forensic examinations of firearms-related evidence in an accredited forensic testing laboratory.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

WORKING CONDITIONS

- Primarily in-doors 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.

NOTE: Typical City employee working hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. However, working hours vary (may require work to begin before 8:00 a.m. and/or end beyond 5:00 p.m., and/or may require work on weekends and holidays), and are subject to change, based on the duties and location of the position and the business needs of the assigned work unit/department.

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.

OTHER NOTES:

NOTE: Civilian employees of the Oklahoma City Police Department must successfully complete a comprehensive background check and polygraph test prior to employment.

NOTE: City employees are required to receive pay electronically, either via direct deposit or pay card.

NOTE TO FORMER EMPLOYEES: To participate in any selection process, former employees must be eligible for rehire. If you are unsure of your rehire status, please contact the Personnel Department at (405) 297-2530. If your rehire status has been coded "Not Eligible," "Eligible 3," or "Conditional," you will need to request a review of your retire status through the Personnel Department's Labor Relations Division.

NOTE: Upon a conditional offer of employment, the City of Oklahoma City will conduct a background investigation/verification. Applicants will be provided contact information for any third-party reporting agencies used to collect background information in connection with conditional offers of employment.

NOTE: Applicants will be provided a copy of the City of Oklahoma City's Drug and Alcohol Testing Policy upon conditional offer and acceptance of the position and prior to being directed for a health screen/physical examination and drug test.

AN EQUAL OPPORTUNITY EMPLOYER

If you require reasonable accommodation at any time during the hiring process, please notify one of the Personnel Department Representatives.

Recruiter: LA

AN EQUAL OPPORTUNITY EMPLOYER

If you require reasonable accommodation at any time during the hiring process, please notify one of the Personnel Department Representatives.

APPLICATIONS MAY BE FILED ONLINE AT:www.okc.gov

Position #201700150b

FIREARMS EXAMINER

700 Colcord Dr.
Oklahoma City, OK 73102
405.297.1000

careers@okc.gov

FIREARMS EXAMINER Supplemental Questionnaire

- * 1. Can you meet the essential job functions, job requirements, working conditions, and physical requirements of this position as stated on the vacancy announcement with or without reasonable accommodation? NOTE: If you require reasonable accommodation at any time during the hiring process or while employed with the City of Oklahoma City, please notify a Personnel Department representative.
 - ☐ Yes
 - ☐ No
- * 2. Please indicate the type of driver license you currently possess.
 - ☐ I do not possess a valid driver license
 - ☐ Class A CDL
 - ☐ Class B CDL
 - ☐ Class C CDL
 - ☐ Valid Driver License (Operator)
- * 3. Do you have a bachelor's degree, or higher, from an accredited university?
 - ☐ Yes
 - ☐ No
- * 4. If you have a Bachelor's degree or higher, what was your primary area of study? Where did you obtain your degree? If none, enter NA.
- * 5. Do you have knowledge of the principles and practices of firearms and munitions identification and comparison?
 - ☐ Yes
 - ☐ No
- * 6. If you have knowledge of the principles and practices of firearms and munitions identification and comparison, please indicate where and when you attained this knowledge. If you don't have this knowledge, type NA.
- * 7. Do you have experience conducting independent forensic examinations of firearms-related evidence in an accredited forensic testing laboratory?
 - ☐ Yes
 - ☐ No
- * 8. If you have experience conducting independent forensic examinations of firearms-related evidence in an accredited forensic testing laboratory, please indicate where and when you gained this experience. If you don't have this experience, type NA.
- * 9. If you have experience conducting independent forensic examinations of firearms-related evidence in an accredited forensic testing laboratory, please indicate how many years of experience you have:

- ☐ Less than 1 year
- ☐ 1 - 2 years
- ☐ 3 - 5 years
- ☐ 6 - 10 years
- ☐ More than 10 years
- ☐ I don't have experience in this area

* 10. Do you have experience comparing bullets and fired cartridge casings with those recovered at crime scenes?

- ☐ Yes
- ☐ No

* 11. If you have experience comparing bullets and fired cartridge casings with those recovered at crime scenes, please indicate where and when you gained this experience. If you don't have this experience, type NA.

* 12. Do you have experience preparing evidence and testifying in court as to the findings of tests performed in the laboratory?

- ☐ Yes
- ☐ No

* Required Question