



## Houston Forensic Science Center, Inc.

1200 Travis St., 20<sup>th</sup> Floor

Houston, TX 77002

### FIREARMS EXAMINER

Houston Forensic Science Center (HFSC) is an independent organization created by Houston Mayor Annise Parker and the Houston City Council to provide forensic science services formerly delivered by the Houston Police Department. HFSC has been officially registered as a Texas local government corporation\* since June 26, 2012.

**The Houston Forensic Science Center is seeking a full-time Firearms Examiner. The Houston Forensic Science Center offers a competitive salary and benefit package that is commensurate with experience.**

#### **POSITION SUMMARY**

The primary job duties of the Firearms Examiner are to examine and interpret firearms evidence associated with alleged criminal acts. Specific duties of the Firearms Examiner may include, but not be limited to performing the following duties with little or no direct supervision:

- Examination and test firing of firearms
- Comparisons of fired bullets and cartridge cases
- Restoration of obliterated serial numbers on firearms
- Entering specimens into IBIS and review correlations
- Acting as a second/reviewing examiner on cases completed by other examiners
- Conducting administrative and technical reviews of case records
- Testifying in courts of law regarding analyses performed
- May be responsible for supervision of others

#### **MINIMUM EDUCATIONAL REQUIREMENTS**

The position requires a bachelor's degree in Forensic Science, Biology, Chemistry, Physics, or a closely related field from an accredited college or university (transcripts required). Certification through AFTE or ABC strongly preferred.

#### **MINIMUM EXPERIENCE REQUIREMENTS**

Successful completion of a formal training program in an accredited laboratory is required. One year of experience (after the training) as a firearms examiner in an accredited laboratory is preferred.

#### **KNOWLEDGE AND SKILL REQUIREMENTS**

- Knowledge of firearms examination practice and procedure
- Knowledge of ISO-17025 accreditation standards
- Demonstrated skill in oral and written communication
- Demonstrated skill in using computers and related software applications
- Demonstrated skills in handling multiple tasks and prioritizing work assignments
- Demonstrated ability to effectively handle conflict and uncertain situations
- Demonstrated ability to work with frequent interruptions and changing priorities
- Demonstrated ability to establish and maintain effective communications and working relationships with fellow employees, internal customers, and external customers.

#### **CONTACT INFORMATION**

Interested applicants meeting the job qualification can forward their resume and cover letter to [hr@houstonforensicscience.org](mailto:hr@houstonforensicscience.org).

**Houston Forensic Science Center, Inc. is an Equal Employment Opportunity Employer**

\* \*A "local government corporation" is an independent organization that includes the participation of one or more governmental agencies.