



Job Title	Firearms Examiner	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	5	Job Code	16603

Class Specification – Firearms Examiner

Summary Statement:	
The purpose of this position is to provide firearms and Toolmark examinations for the Metro Crime Lab. Responsible for preparing technical reports that support analytical findings and present them in a court of law through expert witness testimony. This is accomplished by collection and preservation of evidence, examination of evidence through various laboratory techniques and evaluation and interpretation of analytical results.	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Serves as Forensic Firearms and Toolmark examiner; performs mechanical functioning examinations of a wide variety of firearms. Identifies and analyzes firearms and related physical evidence to include bullets, cartridge cases, shot shells, wadding and live ammunition. NIBIN evaluation and entry of cartridge case evidence and test fires and NIBIN hit confirmations.
40%	Microscopic tool mark comparisons of fired and unfired ammunition components, muzzle to target distance determination, and serial number restoration.
20%	Preparing technical reports that support analytical findings. Prepares reports to present in a court of law to serve as expert witness testimony. Provides training for law enforcement academies, officers and attorneys in the firearms discipline.

Competencies Required:
Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.



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Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:
 Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in general chemistry, analytical chemistry, physics, physical chemistry, biology, microbiology or criminalists or closely related field.

Experience: Three years of full-time forensic laboratory experience to include experience specific to firearms and tool mark, including experience as an expert witness.

Education and Experience Equivalency:
 This classification is not eligible for education or experience equivalency.



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Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.	
Certifications required in accordance with standards established by departmental policy.	AFTE certification or ability to become AFTE certified within twelve months of hire.

Supervision Exercised:
Position has no responsibility for the direction or supervision of others.

Supervision Received:
Receives Direction: This job title normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

Fiscal Responsibility:
This job title has no budgetary responsibility.

Physical Demands:
Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Laboratory Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Daily
Noise and Vibrations	Daily
Physical Hazards	Daily
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Occasionally

Machines, Tools, Equipment, and Work Aids: Stereo and compound microscopes, analytical balances, various microscopes, various bullet recovery systems, reference collections (ammunition



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and firearm) armorer's tools, cameras, telephones, copiers, calculators, computer, instrument computer systems, and printers.

Specialized Computer Equipment and Software: Microsoft Office, Instrumentation software, Comparison microscope/imaging software, IBIS/NIBIN and LIMS.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: June 2019