

CLASS TITLE: NIBIN TECHNICIAN

PURPOSE OF THE CLASSIFICATION: Under direct supervision of a Forensic Scientist performs preliminary scientific processing, examination, recognition items of evidence and database entry and maintenance and other related assigned duties.

ESSENTIAL TASKS:

- Obtains, returns and submits DNA/Trace evidence from firearms related items of evidence for the submitting agency
- Performs examinations and evaluations of items of evidence
- Enters data into and prescreens individual characteristics databases, including (NIBIN) National Integrated Ballistic Identification Network
- Prescreens NIBIN Correlation results for Firearm Examiner
- Acquires IBIS/NIBIN entries and completes/selections
- Examines firearm and recovered firearm related evidence
- Completes firearm function exams and analyzes cartridge case and bullet impressions
- Participates in research projects
- Prepares test fired evidence, aliquots, reagents, controls and standards
- Takes and catalogs photographs of evidence items
- Prepares displays for court, training and public presentation
- Manages section's case management activities
- Participates in the maintenance of the laboratory's records and filing systems
- Completes Firearm's section lab weekly/monthly status reports
- Cooperates with other law enforcement agencies regarding evidence handling
- Participates in related training courses
- Must report to work on a regular and timely basis.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree or sixty (60) accredited college hours in one of the physical or biological sciences or a related field; and two (2) years of laboratory experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: General knowledge of laboratory equipment, terminology and standard laboratory techniques and procedures; and some knowledge of standard safety practices and procedures as related to the laboratory; working knowledge of firearms and firearm safety; some knowledge of standard identification techniques; some knowledge of basic photography; some knowledge of evidence handling, preservation and control. Ability to learn to perform independent scientific examinations of items of evidence; ability to maintain accurate records and reports; ability to handle safely biohazardous materials; ability to follow verbal and written instructions; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization and the public in giving and receiving information. Applicant must possess skill in the use of computer software applications, including word processing, databases, spreadsheets and graphic presentation.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to safely handle and discharge firearms; examine small items of evidence; use a keyboard and telephone; occasional lifting and carrying up to 15 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Class "D" Operator's License.

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WORKING ENVIRONMENT: Working environment is primarily indoors, occasionally outdoors and in inclement weather. The employee may be exposed to: biohazards (including possibly infectious airborne and blood borne pathogens); asbestos particulate materials; toxic, volatile, flammable chemicals and gases; firearms and ammunition; sharp objects and edged weapons, explosives and other energetic materials.

Class Code: 3503

EEO Code: N-03

Pay Code: ST-27

Group: Cultural, Legal, and Sciences

Series: Sciences

Effective Date: May 30, 2007