



**Classification:** Criminalist I - Firearm/Toolmark  
**Title Code:** V00517  
**Pay Range:** 20

**POSITION SUMMARY:**

This is an entry-level position where the employee receives training and performs technical work in the scientific analysis of firearm, toolmark and impression evidence. An employee in this position participates in a formal on the job training program. Work is performed under immediate supervision.

**DESCRIPTION OF DUTIES PERFORMED:**

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Under close supervision an employee:

Participates in formal and on-the-job training in the scientific analysis of firearm, toolmark and impression evidence.

Participates in, and successfully passes practical competency and/or written test(s) prior to assuming casework.

Learns about and participates in the proficiency testing program for the disciplines in which the employee has been competency tested.

Studies standard operating procedures, training, quality control, and safety manuals, etc., within the firearm and toolmark disciplines.

Testifies as an expert witness in a court of law while maintaining composure and objectivity under intense cross-examination.

Regularly works with a variety of potentially hazardous materials (e.g. HIV or hepatitis contaminated biological evidence).

Maintains report files; issues periodic and special reports as assigned.

Operates standard office equipment (i.e. personal computer, telephone, fax machine, copier, calculator, etc.).

Reads and researches reference material to become more knowledgeable in firearm, toolmark and impression evidence; studies the history of firearms, ammunition, and firearm identification; studies the following areas, but not limited to: firearm assembly, disassembly, operation, armory, etc.; studies the varieties, designs, and ammunition components.

Trains with senior criminalists with the processing, comparison, collection, and examination of physical evidence (e.g. firearm, toolmark, impression identification, serial number restoration, and shooting distance determination).

Observes crime scene investigations.

Conducts examinations on entry-level casework and assists experienced examiners in advanced casework as needed.

Performs safety checks of firearms submitted as physical evidence.

Performs photography and digital imaging as needed.

Performs job-related travel as needed.

Performs other related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to participate in formal and on-the-job training program.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to learn and practice safety rules and procedures associated with firearms, tools, laboratory equipment and chemicals.

Ability to perform work in accordance with prescribed procedures, make accurate observations of test results, and prepare accurate records and reports.

Ability to compile and prepare information for presentations (e.g. mock trials, courtroom testimony, depositions, pretrial conferences, meetings, etc.).

Ability to maintain composure while under cross-examination in regards to personal and scientific qualifications and testify to laboratory findings in court.

Ability to work with restricted, highly sensitive information in a confidential and professional manner.

Ability to establish and maintain effective working relations with others.

Ability to properly use or learn to use laboratory equipment, computer and photography equipment, chemicals and hand tools.

Ability to work with material that may be biohazardous or of a sexual nature relating to criminal activity (e.g. written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

Possess or ability to obtain a valid Missouri Driver license.

Ability to perform job-related travel (e.g. appearing in court, observing crime scene investigations, attending training meetings and seminars, etc.).

Ability to lift 60 pounds.

Ability to learn photography and digital imaging.

Ability to learn about the collection, examination, comparison and preparation of evidence.

Ability to perform microscopic work for extended periods of time.

Ability to learn the state, federal, and local criminal laws and regulations as they relate to the examination and dissemination of physical evidence and rules of evidence.

Ability to recognize and identify minute details.

Ability to understand the responsibilities, processes and impact other sections' analysis can have on physical evidence prior to examinations in the firearm / toolmark section and vice versa (e.g. DNA, trace, latent prints, etc.).

Ability to learn about the proper operation, handling, and discharge of a wide variety of firearms (e.g. airguns, handguns, shoulder arms, automatic firearms, etc.).

Ability to learn the operation of a variety of hand and power tools (e.g. drill press, grinder, acetylene torch, melting crucible, etc.).

Ability to learn how to obtain known standards from firearms, tools, footwear, tires, etc.

Ability to carry and manipulate large and bulky items of evidence (e.g. tires, vehicle parts, motorcycles, safes, etc.).

#### **MINIMUM EXPERIENCE AND EDUCATION REQUIRED:**

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution may be permitted in case of deficiencies in either experience or education.)

Possess a baccalaureate degree from an accredited college or university in one of the natural sciences or closely related field. College coursework must include both Algebra and Trigonometry (coursework in Calculus can be substituted for the Algebra and Trigonometry) and at least one semester of chemistry with lecture and laboratory components. A minimum acceptable grade of C or equivalent in the required coursework and the core baccalaureate major courses are required. Both overall academic record and applicable job experience will be factors for consideration; however, prior job experience will not replace these minimum academic requirements.

#### **NECESSARY SPECIAL REQUIREMENTS:**

Must provide a DNA sample to be used only for forensic identification as required at the time of appointment.

Must be able to pass a polygraph examination after conditional offer of employment.

New hires must successfully complete a twelve-month probationary period.

**FLSA STATUS:** Non-Exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.