



**Classification:** Criminalist II - Firearm/Toolmark

**Title Code:** V00516

**Pay Range:** 24

**POSITION SUMMARY:**

This is a responsible professional and technical position. Work includes performing complex and technical work in the scientific analysis of firearm, toolmark and impression evidence. The employee may assist in the training of other criminalists and laboratory technicians. Work is performed under general supervision of a superior who makes assignments and provides advice and assistance in complex work methods; however, the employee is expected to work with considerable independence within the framework of established procedures and policies.

**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 minimal supervision an employee:

Participates in the proficiency testing program for the section.

Reviews and assists in revising standard operating procedures, training, quality control, and safety manuals, etc., within the firearm and toolmark disciplines.

Routinely 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.).

Regularly processes, compares, and examines physical evidence (e.g., firearm, toolmarks, footwear and tire tread identification, serial number restoration, and shooting distance determination).

Assists in crime scene investigations as needed.

Conducts examinations on casework which requires a more advanced level of experience and assists senior examiners in advanced level casework.

Performs safety checks of firearms submitted as physical evidence.

Assists instructors conducting training of law enforcement personnel about collection and analysis of physical evidence.

Generates and receives requests to and from other law enforcement agencies, prosecutors, attorneys, etc., reference criminal evidence and crime laboratory procedures.

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Educates trial attorneys, judges and juries about complex scientific analysis and may serve as a technical advisor during trial proceedings.

Assists other criminalists and laboratory technicians in processing physical evidence.

Assists in validating new analytical or standard operating procedures.

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 read English effectively.

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

Knowledge and practice of 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.

Knowledge of the proper use of laboratory equipment, computer and photography equipment, and 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, assisting in crime scene investigations, attending training meetings and seminars, etc.).

Ability to lift 60 pounds.

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Ability to perform photography and digital imaging.

Knowledge of the collection, examination, comparison, and preparation of evidence.

Ability to perform microscopic work for extended periods of time.

Knowledge of 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.

Knowledge of 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.).

Knowledge of the proper operation, handling, and discharge of a variety of firearms (e.g. airguns, handguns, shoulder arms, automatic firearms, etc.).

Knowledge of the operation and detailed use of a variety of hand and power tools.

Knowledge of 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.).

Ability to assist other criminalists and laboratory technicians in processing physical evidence.

**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 a 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.

AND

Possess at least two years experience as a Criminalist I - Firearm/Toolmark or comparable experience.

**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.

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**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.